

*Office of the
PUBLIC
ADMINISTRATOR
of Kings County*



Richard A. Buckheit, Esq.
Commissioner

Aaishatu Glover, MS, MBA
Deputy Commissioner

Supreme Court Building
360 Adams Street, Rm 144
Brooklyn, NY 11201
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www.nyc.gov/kcpa

Internship

The Office of the Public Administrator of Kings County is responsible for administering the estates of individuals who die without leaving a will and whose heirs are unwilling or unable to administer the estate, pursuant to Article 11 of the New York State Surrogates Court Procedure Act. The Public Administrator protects the decedent's property from waste, loss or theft; conducts thorough investigations to discover all assets; liquidates assets at public sale or distributes assets to heirs; pays the decedents bills and taxes; locates persons entitled to inherit from the estate and ensures that distributees receive their inheritance.

Internship Responsibilities

- Accompany and assist Investigators as they conduct investigations to search for wills, burial information, assets and the identity of decedent's next of kin. Secure and inventory personal property, interview witnesses. Draft investigative reports.
- Assist Case Managers to search for, identify and collect estate assets.
- Manage estate inventory.
- Answer inquiries from attorneys and the public concerning policies and procedures about the Public Administrator's Office.
- Provide support to management as needed for special project such as the implementation and maintenance of internal controls, database management and maintenance.

Internship Requirements

- Currently enrolled in a undergraduate or graduate program preferably in Public Administration, Criminal Justice, Social Work or Business Administration.
- Knowledge of Microsoft Word and Excel

Salary

- The position is a non-paying internship. Reimbursement for some commuting expenses will be considered.

Hours/Shift

Monday –Friday, 9am to 5pm. Part time considered.

Work Location 360 Adams Street, Brooklyn NY

THE OFFICE OF THE PUBLIC ADMINISTRATOR OF KINGS COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

To apply, please submit a cover letter and resume to:

Richard Buckheit
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Kings County Public Administrator's Office
Supreme Court Building
360 Adams Street, Room 144
Brooklyn, NY 11201
718-522-4475 (fax)
RBuckheit@Kingspa.nyc.gov

The position will remain open until a candidate is selected