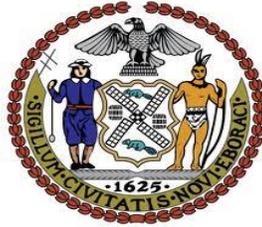


*Office of the
PUBLIC
ADMINISTRATOR
Of Kings County*



www.nyc.gov/kcpa

*Aaishatu D. Glover, MS, MBA
Deputy Commissioner*

OFFICE MANAGER/HR GENERALIST

The Office of the Public Administrator of Kings County serves in a confidential capacity and is responsible for administering the estate of persons who die without leaving a will and whose heirs are unwilling or unable to administer the estate, pursuant to Article 11 of the 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; and locates persons entitled to inherit from the estate and ensures that the legal distributees receive their inheritance.

Primary Responsibilities:

OFFICE MANAGER

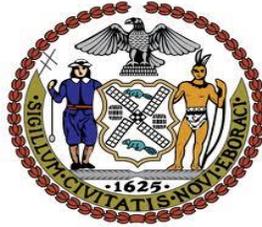
Oversees the overall daily operations of all aspects of Estate Management for the Office of the Kings County Public Administrators which include managing Investigative schedules, liaison on investigations, Case Manager collection efforts, OTPS disbursement management, and all other ad hoc duties. Works directly with Deputy Public Administrator and Public Administrator to ensure that all agency related functions for employees of the Kings County Public Administrators Office, in accordance with agency polices and required laws.

HR GENERALIST

Hands-on position, charged with the administration of agency benefits plans for employees of the Kings County Public Administrators Office, in accordance with agency polices and required laws.

1. Assure all eligible employees are offered insurance, that only eligible employees are enrolled, and that their deductions are prepared for payroll and are in accordance with agency policy.
2. Attend necessary Citywide Trainings/ workshops for enhancements on Payroll Administration, CityTime functions, and Equal Employment Opportunity Compliances
3. Liaison with outside vendor to assure all COBRA information is accurate and up to date.
4. Assure that all employee and employer matching 401(k) contributions are correctly allocated

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5. Coordinates open enrollment for insurances including; assuring timely notification to eligible employees and processing of required forms to insurance companies, communications activities, and reporting results.
6. Assist in recommending changes or enhancements to all insurance plans to assure the plans are maintaining current benefit trends and legislative requirements for all staff of the Kings County Public Administrators
7. Participates in wellness campaign activities for all employees of the Kings County Public Administrators
8. Manages relationship with temporary staffing agencies to ensure the quantity and quality of temporary staffing to meet production schedules

Proficiency in all aspects of Payroll Management including:

NYCPAS

City Time

Vacation Time, Sick Time, Personal Time Accruals

Administrative Support:

Provide day to day support to the Management in all areas

Assist in the implementation and maintenance of internal control systems

Database management and maintenance

Spreadsheet analysis and related projects

*Additional duties will be assigned as necessary

JOB REQUIREMENTS

Must have 5 years' experience in Public Administration, Estates Management, Human Resources, and/or Organizational Management with one year in a leadership capacity

Ability to lead projects to completion

Demonstrates expertise in Labor/Employee Relations, Recruitment and Selection, Benefits and Compensation, as well as policy and procedure interpretation and development

Requires effective oral and written communications skills, excellent interpersonal skills and computer literacy

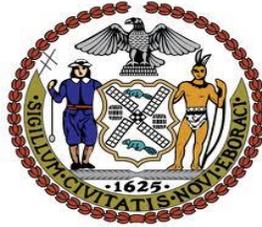
Ability to work and communicate effectively with others across levels and functions while working on multiple tasks in a matrixed organization

Ability to make decisions based on all relevant factual information and builds recommendations and solves problems, based on this data; may use spreadsheets, performance indicators, or other tools to analyze the data

Experience with collective bargaining agreements where applicable

BA/BS in Public Administration, Business Administration, Human Resources, or other related field

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Must have knowledge of Estate Management/Accounting software (CompuTrust preferred)
Knowledge of Microsoft Word, Excel, Outlook
Ability to prioritize and organize is a must

SALARY

Dependent on Experience

HOURS/SHIFT

Monday – Friday, 9am to 5pm

WORK LOCATION

Brooklyn, NY

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

No phone calls please. To apply, please submit a cover letter and resume by December 5th, 2014 to:

Aaishatu Glover, Deputy Public Administrator

Office of the Public Administrator of Kings County

Supreme Court Building

360 Adams Street, Room 144

Brooklyn, NY 11201

718-522-4475 (fax)

aaglover@kingspa.nyc.gov

The position will remain open until filled.