



# COUNTY OF NYE

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## CLASS TITLE: *Deputy Public Guardian*

### **BASIC FUNCTION:**

Under general direction, assists with the management of guardianships and their estates.

### **REPRESENTATIVE DUTIES:** *(Performance of these functions is the reason the job exists.*

*Assigned job tasks/duties are not limited to the representative duties).*

1. Visits wards in facilities, group homes, hospitals, etc., and confirms needs are being met; arranges transportation as required; manages medical decisions, within the scope allowed by the Public Guardian, and locates appropriate medical services; supervises visits with estranged family members.
2. If appointed as General Guardian administers estates after wards have died.
3. Confers with and coordinates assigned activities with service providers in various public and private organizations to ensure that resources are appropriately utilized and that all clients receive the most effective provision of services.
4. Interacts with the courts and all entities involved in the legal process. Prepares and files court documents with the Clerk of the Court and attends all court hearings. Works with the District Attorney's Office regarding legal matters.
5. Receives and monitors court ordered assignments from inception to completion and final discharge by the court, including filing annual accountings.
6. Arranges for interpreters as needed.
7. Maintains accurate records and files including paying bills and maintaining accurate financial records of each ward
8. Prepares a variety of written correspondence, reports, and other written materials.
9. Uses standard office equipment, including a computer, in the course of the work.
10. Drives a personal or County motor vehicle to attend off-site meetings, visit off-site locations and conduct other Public Guardian business.
11. Contributes to the overall quality of the department's service by reviewing and recommending improved policies and procedures.
12. Assist the Public Guardian with monitoring and interpreting changes in laws and regulations related to assigned functions; assist with evaluating their impact upon departmental activities and assists with developing policy and procedural changes as required.
13. Demonstrates courteous and cooperative behavior when interacting with elected officials, clients, public, and staff; acts in a manner that promotes a harmonious and effective workplace environment.

14. Apply to become Representative Payee for all Wards and file reports with those pension agencies.
15. As directed by Public Guardian and as appropriate, will clean out residences previously occupied by Wards, or have work hired out and makes arrangements for disbursement of personal property.

**EDUCATION AND EXPERIENCE:**

Any combination of training, education, and experience that would provide the required knowledge and abilities. Bachelor's Degree in social science, behavioral science or a field related to the work; AND two (2) years of experience working in a social services setting; OR an equivalent combination of education, training and experience as determined by Human Resources.

**KNOWLEDGE OF & ABILITY TO:**

Applicable laws, codes and regulations; computer applications related to the work. Record management principles and practices; Techniques for dealing with a variety of individuals from various socioeconomic; ethnic and cultural backgrounds; often in situations which may be stressful. Standard office practices and procedures; including filing and the operation of standard office equipment. Communicating effectively in oral and written forms.

**Skill in:**

Planning and organizing; Interpreting, applying and explaining laws and regulations relating to assigned functions; Preparing clear and concise reports, correspondence and other written materials; Using initiative and independent judgment within general policy guidelines; Using tact, discretion and prudence in dealing with those contacted in the course of the work; Establishing and maintaining effective work relationships with staff, coworkers, contractors and the public.

**LICENSES:**

Nevada Class C Driver's License.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:**

May oversee subordinate staff.

**CONTACTS:**

County Staff, Wards, Medical Facilities & General Public

**PHYSICAL EFFORT:**

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Mobility to work in a typical office setting, use standard office equipment and stamina to sit for extended periods of time; strength to exert up to 50 pounds of force occasionally and up to 20 pounds of force frequently to lift, carry, push, pull or move objects; vision to read printed materials; and hearing and speech to communicate in person or over the telephone; exposure to traffic conditions and external environment when traveling from one office to another.

**WORKING CONDITIONS:**

Work is performed under the following conditions: Office, medical facilities