



POSTED 12/1/2016

JOB OPPORTUNITY #: 697-1200

DEPUTY PUBLIC ADMINISTRATOR
PUBLIC ADMINISTRATOR'S OFFICE

Responsibilities: Acts as Guardian or Conservator of County protectees, visits each protectee as required by the court; attends care plan meetings; promotes and protects the care, comfort, safety, health, and welfare of the protectee; files petitions on behalf of protectees; and provides required consent on behalf of the protectee. Manages the budgets for conservatorship estates and executes payments; reconciles and reviews bank accounts; and ensures financial compliance with various forms of benefits including Medicaid and Social Security. Prepares annual settlement reports in accordance with Court guidelines. Attends court hearings and works closely with Prosecuting Attorney's office to remain compliant with Public Administration statutes. Prepares legal documents and written communications for the courts, family members and financial institutions.

Status: Full Time, benefited, non-exempt

Working Hours: 8:00 a.m. to 5:00 p.m. Monday-Friday; some on-call on weekends and holidays.

Qualifications: Bachelor's degree from an accredited college or university preferably with a major in Social Services or similarly related field, or any equivalent combination of experience and training which provides the knowledge and abilities to perform the work. The applicant must be proficient in the use of Microsoft Office and knowledgeable in banking procedures. Prefer applicants familiar with Social Security and Family Support Division benefits.

Additional Forms: Please include a cover letter and resume with your application.

Deadline for application: Applications will be accepted until the posting is removed.

Starting Rate of Pay: \$17.91 - \$19.03/hour

Apply online at www.showmeboone.com, or call (573) 886-4128 if you have questions or need special accommodations in order to apply. Benefits include 100% County paid medical, dental, and vision insurance, pre-tax savings program, 2 weeks' vacation, 13 paid holidays, matching deferred compensation plan and retirement plans. Visit www.showmeboone.com to see a complete list of posted positions, submit an online application, or to print off the application.

An Affirmative Action/Equal Opportunity Employer