

# Market Range Detail - Fiduciary Senior

## Effective Date

February 1, 2016

## Market Range Title Description

### POSITION OVERVIEW

The purpose of this position is to conduct investigations, review and assemble evidence, conduct evaluations, and make decisions for intake referrals, appointments, and nominations for guardianship, conservatorship, and decedent estate services. Conduct investigations regarding allegations of vulnerable adult abuse and financial exploitation. Pursuant to and in compliance with Arizona and Federal Laws, Rules, Orders, and Office policies and procedures, determine the appropriate action needed to protect the persons' and estate assets under the supervision of the Public Fiduciary. Investigations may be complex, sensitive, and varied in nature.

### DISTINGUISHING CHARACTERISTICS

This is the highest non-supervisory level of this series. Positions in this class are assigned the most complex cases and are required to produce extensive reports and testify in court regularly.

### ESSENTIAL JOB TASKS

(This is not an all-inclusive list of all job duties that may be required; employees will be required to perform other related duties as assigned. List in order of importance.)

- Professionally conducts complex intake investigations from emergency appointment orders, nominations and community referrals for guardianship, and/or conservatorship and decedent estate services and determines if the evidence warrants adjudication, the propriety of the appointment of the Public Fiduciary, and alternatives to probate;
- Proactively contributes to the development of the Public Fiduciary's legal position and provides oral and written investigative reports and testifies regularly at court proceedings;
- Interacts closely with and provides guidance to the Director, Supervisors, and Attorneys;
- Conducts extensive field investigations including but not limited to medical records and interviews, taking photographs, obtaining witness statements, evaluating risk, and preparing comprehensive investigative reports and exhibits;
- Forensically, gathers and analyzes factually based information from a variety of locations which may include: private residences, group residences, medical facilities, psychiatric facilities, schools, and banking or other financial institutions;
- Examines financial transactions to determine fraud or abuse trends using bank records and court reports;
- Prepares forensic accountings to profile transaction activity for court recovery actions;
- Investigates real property to establish ownership, tax, mortgage and insurance status and asset viability;
- Triages community solutions to prevent premature adjudication;
- Troubleshoots complex medical and financially needy cases pending hospital discharge that do not warrant guardianship;
- Develops recommendations for emergency crisis intervention when the investigative findings indicate it is warranted, documents and maintains supporting evidence;
- Prepares extensive reports, correspondence, and memoranda to include recommendations for court intervention;
- Presents detailed and thorough investigative findings and recommendations for future action during legal review, and provides updates on the progress of investigations and case preparation;
- Communicates with civil, criminal, and behavioral health authorities to gather and interpret information;
- Interacts on a daily basis with management, attorneys, co-workers, clients, interested parties, and other agency representatives to determine appropriate course of action;
- Conducts computer inquiries and extensive record searches;

### Glossary:

**Market Range Title:** Broad grouping of related positions with like job responsibilities and qualifications. Market Range Titles typically include positions ranging from entry level to senior/lead level unless indicated otherwise.

**Effective date:** The date the salary range was implemented for use.

**Market Range Title Description:** Broad description of sample job duties and responsibilities of positions included in the Market Range Title. Each position included in a Market Range Title also has a job description that is specific to the department. Departments are responsible for writing and maintaining job descriptions for positions in their department. Employee Compensation is responsible for writing and maintaining Market Range Title Descriptions.

**Likely Minimum Qualifications:** Typical minimum qualifications for positions assigned to the Market Range Title. Because a broad group of jobs in different departments are included in a Market Range Title, minimum and preferred qualifications may vary slightly depending on the area of assignment.

**Market Range:** The minimum, midpoint, and maximum salary points for all positions included in the Market Range Title.

**Hiring Range:** The hiring range for all positions is ordinarily the minimum of the market range to the midpoint. The use of a different hiring range must be approved by Employee Compensation. Departments should use a hiring range that is within their funding capabilities and are required to comply with the County's Funded Position Policy ensuring that applicants are extended a rate that is supported by the department's budget.

**Working Title:** The specific title used by a department to identify a position within their organizational structure. Use of working titles is flexible and aimed to assist departments in identifying the unique functions and responsibilities of each position and is representative of the assigned Market Range Title. Ordinarily, supervisory and/or managerial titles should not be used for positions not assigned to a supervisory and/or manager Market Range Title.

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- Maintains case files and activity logs;
- Posts billable time and activity logs;
- Answers calls and inquiries concerning referrals and investigations and educates referral sources regarding available options and resources;
- Conducts emergency investigative activities as applicable and necessary;
- Based on office business needs, may be assigned responsibility for a caseload administering guardianships, conservatorships, and decedent's estates or other fiduciary duties as needed;
- Drives to community sites, facilities, and institutions;
- Performs other duties and special projects as assigned

### Market Range

Minimum Hourly Rate	Midpoint / Hiring Maximum	Maximum Hourly Rate
\$23.65	\$28.10	\$32.55

### Likely Minimum Qualifications

- Fiduciary License in good standing with the Arizona Supreme Court and two (2) years' experience in a Fiduciary setting or the equivalent (pursuant to the ACJA § 7-202)
- A Bachelor's degree and two (2) years investigative experience in the areas of criminal justice, probate, financial investigations or similar field. An equivalent combination of education and guardian certification or education and specifically relevant work experience gained within the previous ten (10) years, may substitute for the degree requirement. Specifically relevant work experience must be in the administration of trust, decedent's estate, guardianship or conservatorship under the supervision of either a licensed fiduciary; bank trust or trust company officer; or a licensed attorney emphasizing in the area of probate, trust, elder, mental health, or disability law.
- Applicant must meet the eligibility requirements pursuant to the Arizona Code of Judicial Administration (ACJA § 7-202) and A.R.S. § 14-5651; obtain Arizona Fiduciary License within 18 months of hire; and, thereafter, must maintain that license in good standing. Must possess, or have the ability to obtain by the time of hire, a valid Arizona driver's license.

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