



County of Marin Public Administrator's Office

"Administration with dignity, respect and trust"

INTERNSHIP OPPORTUNITY (Continuous Recruitment)

Description

Intern with the Office of the Public Administrator and support county staff members as they settle the estates of people who leave homes, cars, and other assets – but have no one to handle their affairs. The Office of the Public Administrator handles disposition of assets and liabilities of people who die in Marin without relatives or associates to dispose of their estates.

The Public Administrator intern supports Public Administrator deputies with their regular tasks, which include: investigation of cases, searches of residences and other property, collection of funds from various financial institutions, logging and organization of data, researching value of assets, creating and updating databases, conducting research projects, photographing assets, tracking assets, and managing cases. The intern may have the opportunity to attend probate court and complete field work.

The ideal intern has strong communication skills, Excel proficiency, and the ability to respect strict confidentiality. Strong organizational and time management skills are important. Education in public administration, law, or social work is desired. An interest in the Probate Code, Health & Safety Code, and Government Code is desirable. Staff provides a background check, orientation, and mentoring.

Application Process

Filing deadline: Continuous. If interested, please email your contact information, resume and reference list to: Jfossett@marincounty.org

Internship Length

Hours and length of time are flexible. Credit is available. The desired start date for the internship would be arranged upon need.

Questions

Contact Joy Fossett at (415) 473-7447 - Student Internships Coordinator

Requests for accommodations may be made by calling (415) 473-4381 (Voice), ((415) 473-3232) (TDD/TTY) or by e-mail at (disabilityaccess@marincounty.org). Copies of documents are available in alternative formats, upon request.

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