

NOTICE

The Queens County Surrogate is seeking applicants for the following position:

PUBLIC ADMINISTRATOR, QUEENS COUNTY

DUTIES:

Pursuant to Article 11 of the Surrogate's Court Procedure Act, the Public Administrator handles estates of individuals who die intestate and without a close relative or one willing to serve as administrator. The Public Administrator protects the decedent's property from waste, loss or theft; arranges for burial in the absence of a relative willing to make such decisions; conducts investigations to discover a decedent's assets; liquidates assets at public sales; arranges for payments of any outstanding debts or taxes; locates persons entitled to inherit from a decedent's estate, distributes the estate's assets accordingly and other duties as may be necessary to faithfully administer the estate.

QUALIFICATIONS:

Applicants must be at least 18 years of age and a resident of Queens County.

Preference will be given to applications with knowledge of Surrogate's Court practice or experience in office administration.

Admission to the New York State Bar.

Any applicant disqualified from receiving a fiduciary appointment pursuant to Rule 36.2(c) of the Rules of the Chief Judge (22 NYCRR 36.2[c]) will not be considered.

SALARY:

\$213,526 per annum

The Public Administrator is a Commissioner of the City of New York and serves at the discretion of the Surrogate of Queens County.

Interested candidates must submit a cover letter, resume and three references to:

Surrogate's Court, Queens County
Qnssurr-hr@nycourts.gov

Applications must be received no later than April 29, 2026.

The City of New York is an Equal Opportunity Employer.