

12TH JUDICIAL DISTRICT PUBLIC ADMINISTRATOR OPPORTUNITY FOR APPOINTMENT

The 12th Judicial District, consisting of Alamosa, Conejos, Costilla, Mineral, Rio Grande and Saguache Counties, is accepting applications for the appointment of a Public Administrator. A public administrator is a private individual (typically a lawyer) appointed by the Chief Judge to collect, protect, and manage the assets of certain living individuals typically through conservatorship, and to administer the estates of certain decedents, when the decedent left no one who is willing and/or able to administer the estate. A public administrator is not an employee of any city, county, or state government entity or agency, including the appointing district.

Minimum Qualifications

The appointee must be a qualified elector over 21 years of age and must be a resident or maintain a principal place of business in the 12th Judicial District.

Preferred Qualifications

A lawyer in good standing with at least 5 years' experience practicing in the field of probate administration, estate planning, probate litigation, trust administration, and protective proceedings.

General Job Duties

The procedures for the appointment and basic responsibilities of the Public Administrator are set forth in C.R.S. 15-12-619-623 and the Public Administrator shall abide by those requirements as well as the Guidelines For The Operations Of The Offices Of The Public Administrators Of The State Of Colorado ([GUIDELINES FOR THE OPERATIONS OF THE PA.pdf](#)).

When acting on behalf of an estate, public administrators are fiduciaries pursuant to the Colorado Probate Code (the Code) and are subject to all of the rights and responsibilities imposed on fiduciaries by the Code. A public administrator is appointed by the Court in individual cases as a neutral fiduciary to the roles of conservator, trustee, personal representative, or special administrator.

A public administrator may also be appointed by the Court to investigate the status of estates or to audit the activities of other fiduciaries. A public administrator may also be asked to protect a decedent's assets until such time as a personal representative or other authorized person is identified. A public administrator may also be asked to assist in the disposition of last remains of decedents who are without next of kin or written directives.

The Public Administrator is required to submit a yearly report regarding all estates under administration to the Chief Judge of the 12th Judicial District. The Public Administrator will be required to maintain \$100,000 fiduciary bond in favor of the people of Colorado and the 12th Judicial District. In addition to this general public bond, a public administrator may be required to secure other bonds favoring the estates in which a specific appointment is made by the court. Additionally, a public administrator should maintain appropriate and sufficient professional O/E insurance.

The Public Administrator may designate one or more deputy public administrators to support the work in the district. Such appointee must also be a qualified elector over 21 years of age and preferably be a

resident or maintain a principal place of business in the 12th Judicial District. The appointment of a deputy public administrator by the Public Administrator is subject to the approval and confirmation of the Chief Judge of the 12th Judicial District.

Typical Estate Administration Duties

- Conduct a thorough investigation to locate assets owned by a decedent or protected person
- Marshall and manage assets of decedent or protected person, including tangible personal property, financial accounts, and real property
- Collection of income and benefits due to decedent or protected person
- Inventory and value all real property, financial assets and interests, and valuable personal property
- Maintain fiduciary accounts for the protected person or estate
- Direct the sale, disposal, or storage of tangible personal property
- Prepare real property for sale, including the clean out of distressed or hoarder houses
- Notice creditors and pay claims in order of statutory priority after verification
- Prepare inventories and accountings for the court
- Pay bills, creditors, and taxes for a protected person
- Retain and contract professional services for estate or protected person
- Negotiate and sign contracts and other legal agreements or documents on behalf of estate or protected person
- Maintain appropriate insurance policies
- Participate and direct the filing of income tax returns for decedent, protected person, and estates
- Initiate and maintain eviction proceedings or other litigation to secure the property or legal interests of estate or protected person
- Distribute estate assets according to a decedent's will or the laws of intestacy
- Appear and testify in court
- Participate in litigation and other forms of dispute resolution on behalf of decedent estate or protected person

Compensation

A public administrator will have a fee schedule subject to approval by the Chief Judge of the 12th Judicial District. A public administrator is compensated by the estate for which the Public Administrator is serving as a fiduciary. There may be cases in which the assets and income of the estate or protected person are insufficient to pay the fees and costs of the fiduciary.

APPLICATIONS SHOULD BE SUBMITTED WITH A COVER LETTER DETAILING THE QUALIFICATIONS OF THE APPLICANT TO SERVE AS PUBLIC ADMINISTRATOR, A CURRICULUM VITAE AND 3 PROFESSIONAL REFERENCES VIA EMAIL TO:

Gaynell Elliott, 12th Judicial District Administrative Office Manager:

gaynell.elliott@judicial.state.co.us

Applications must be submitted no later than February 1, 2026.