



Superior Court of the State of California
County of Kings
1426 South Drive, Hanford, CA 93230
(559) 582-1010 Extension 5021

Job Announcement

COURT INVESTIGATOR

Starting Salary: \$45,000

JOB OPPORTUNITY

The Superior Court of California, County of Kings, is accepting applications for a full-time Court Investigator position located at the Hanford site. FLSA status: Exempt.

ESSENTIAL DUTIES include, but are not necessarily limited to:

Reviews case information regarding guardianship and conservatorship including petitions, questionnaires, minute orders and other supporting documents. Performs investigations of disputed child custody or visitation cases; interviews parents, children, family members, neighbors, school officials and others; conducts background investigations; reviews criminal history and child protective services reports and compiles information regarding suitability of parents or others for custody of minor children. Conducts interviews of proposed guardians, wards and others residing in home; reviews petitions; confers with attorneys, doctors, teachers, therapists and other parties; checks references; checks criminal records; makes recommendations to the court for best interests of minor. Conducts field visits to interview often confused/distraught individuals and assesses living conditions, financial and health status; reviews financial and medical records; investigates complaints regarding physical and/or financial abuse; arranges for interviews of parties outside the Kings County area. Gathers information from various agencies during investigations; collects information from employers, schools, Family Court Mediators, Child Protective Services and other professionals; obtains criminal records from Sheriff's Department. Recommends judicial action on suitability of existing or potential conservators, guardians and placement; prepares recommendations and presents them in written and verbal form; prepares memos and special reports to Court on non-contested cases. Informs concerned parties of laws, regulations, and procedures of the Court; explains scope of services and legal rights to clients; assists in the completion and submission of legal forms. Provides information on the nature of conservatorship and guardianship proceedings to families, members of the general public and attorneys; performs related duties as assigned. Interviews conservators, conservatees (who are primarily elderly or developmentally disabled), and other persons necessary to obtain relevant case information; advises persons of legal rights; reviews medical records, petitions, accountings, and reports; appoints legal counsel. Writes reports for court hearings based on interviews and investigations; makes determinations and recommendations to the court as appropriate based on case assessment; attends court hearings; briefs Judge about particular cases; follows up on Judge's orders. Conducts special investigations requested by the court; handles complaints, conducting investigations and calendaring special hearings as necessary; may mediate disputes between contesting conservators in special cases as requested by the court. (Essential duties may vary from position to position within classifications. Reasonable accommodation will be made when requested and determined by the Court to be appropriate under applicable law. This position may be assigned any other duties as determined and assigned by the Court Executive Officer or his designee.)

MINIMUM QUALIFICATIONS:

Education and Experience:

A typical way to obtain the required knowledge and abilities would be: graduation from an accredited college or university with a Bachelor's degree in the social sciences, psychology, administration of justice, or a closely related field.

AND

Two (2) years of experience as a social worker, probation officer, or other professional level experience performing case or investigative analysis in a legal/judicial, social services, or medical environment or closely related field.

OR

Any combination of training and experience that would likely provide the required knowledge and abilities. Experience working with elderly and developmentally disabled individuals is desirable

Preferred Qualifications: Possession of a license issued by the State of California as a Clinical Social Worker (LCSW), Marriage, Family and Child Therapist (LFMT) or Clinical Psychologist and completion of Domestic Violence training program in accordance with Section 1816 of the Family Code.

Knowledge and Abilities:

California Family codes pertaining to court procedures; legal and medical terminology and documents; interviewing techniques; children's needs and special interests; indicators of child abuse, domestic abuse and domestic violence; cross-cultural issues; general accounting procedures; data collection, analysis and display; report preparation and writing. California Court system; statutes and procedures used in Family Law Court, Juvenile Court, and Probate Court; social aspects and characteristics of mental and emotional disturbances; crisis intervention and anger management techniques; responsibilities and activities of public and private health, mental health and social service agencies; knowledge of other community referral sources; adult psychopathology and family psychology; child development, child abuse, and the effects of divorce and domestic violence on children; cross-cultural issues. Ability to interview a variety of individuals including children, parents, teachers, therapists, and others in homes, schools, hospitals, institutions, and other locations; understand, interpret and apply pertinent provisions of the Family Code, Civil Code, and other California Codes, Judicial Council and Superior Court rules and procedures; understand complex issues; interpret information from various sources, analyze problems and documents, and make appropriate recommendations; write comprehensive, factually accurate reports; plan and organize work to meet deadlines. Utilize communication and problem solving skills needed to assist parties in reaching amicable resolutions; diagnosis dysfunctional interaction patterns; establish rapport with clients and maintain their confidence and cooperation; follow procedures and rules of the Court; assess dangerous or potentially dangerous situations between clients and intervene appropriately; interpret complex data; analyze situations accurately and plan effective courses of action; establish and maintain effective working relationships with other County Departments, with the Superior Court and with the legal and helping professions in the community; communicate clearly and concisely both orally and in writing; follow departmental safe work practices; safely operate a motor vehicle.

SPECIAL REQUIREMENTS

Must possess a valid California Class 'C' driver's license. Ability to qualify for a security clearance through fingerprinting, traffic and criminal record background investigation, random drug testing and regular TB testing. Ability to sit for extended periods; frequently stand and walk; normal manual dexterity; eye-hand coordination; lift and move objects weighing up to twenty (20) pounds; verbal communication; use of office equipment, including computer, telephone, calculator, copier and fax machine. Travel will be required outside of Kings County to attend meetings, conferences, and trainings.

BENEFITS:

The Court offers a benefit package to its regular full-time and part-time employees (pro-rated) which include 13 Court approved holidays; accrued sick/vacation (accrual based on hours worked, minimum 2 weeks/year); a Flexible Benefit Plan to purchase a variety of health insurance plans and related benefits such as Medical Insurance, Dental Insurance, Vision Insurance, Deferred Compensation, Administrative Leave, Medical Reimbursement, Childcare Reimbursement, Life Insurance, and Short-term/Long-term Disability. Retirement Plan [2% at age 62] through California Public Employees Retirement System [P.E.R.S.]. An Employee Assistance Program is also provided.

CLOSING DATE:

Open until filled.

Application materials must be submitted in person or by mail by the filing due date A résumé or faxed application cannot substitute for an original Court application.

The Court Application is available on-line at our website: www.kings.courts.ca.gov. For further information or to



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receive an application in person or by mail (applications only mailed out to individuals residing outside of Kings County), please contact:

Superior Court of the State of California,
County of Kings
Attn: Human Resources Division
1426 South Drive
Hanford, CA 93230
(559) 582-1010 Extension 5021
www.kings.courts.ca.gov

EOE/AA Employer

[This is not an offer of employment by the County of Kings or State of California]