



Court Investigator-Bilingual

**Resumes in lieu of the application form will not be considered.
Documents received after the closing date will not be considered.**

Closing Date: Until Filled

**Annual Salary Range: \$78,245 - \$94,610
Bilingual Pay: add'l \$40 per pay period**

Definition: The primary role of the Court Investigator is to investigate and prepare written reports and recommendations to the court regarding probate guardianships, conservatorships, free from parental custody and control, and stepparent adoptions as required by California Family Code, California Probate Code and California Rules of Court.

Essential Duty Sample (This List Is Not All Inclusive, BUT A REPRESENTATIVE SAMPLE OF DUTY FUNCTIONS)

Conduct investigations in conservatorship, relative guardianship, freedom from parental custody and control, stepparent adoption, pre-age marriage, and emancipation matters by gathering, assessing and evaluating information regarding living and housing arrangements, care plans, and other information concerning the personal health and safety of adults and minor children, through interviews, home visits and other sanctioned investigative methods; Prepare written investigative reports with recommendations to the court based on the results of investigations utilizing computerized word processing programs and other manual methods; Review conservatorship accountings and provide a written report with recommendations to the court regarding compliance and deficiencies. Appear in court to provide sworn testimony as to details and findings of investigations conducted and concluded; Conduct orientation and training for conservators and guardians; providing applicants and appointees with information on regulatory, statutory, and procedural requirements as provided by probate and family code; Assist in making presentations to community organizations to promote outreach services and educate the community on issues of conservatorship and guardianship; Travel frequently for purposes of training, conducting presentations, and investigations utilizing an automobile. The majority of travel will be within Tulare County; Attend staff and other work-related meetings, workshops, seminars, and other continuing education opportunities as requested and required; Serve as a representative of the court, displaying courtesy, tact, consideration and discretion in all interactions with other members of the court community and with the public; Assist with investigation and oversight of other family court matters as needed and requested; Perform related duties as assigned.

EMPLOYMENT STANDARDS

Education / Experience: The combination of education and experience listed as follows are the qualifications per California Rule of Court 10.777: Possession of a Master's degree in social work, psychology, or counseling or related behavioral sciences in areas of families or interpersonal relationships AND two years training and experience that provides knowledge of institutions and practices in the area of court investigation.

Knowledge, Skills and Abilities: The California Court system; Interviewing and assessing techniques for evaluation of dependent adults under conservatorship and minor children under guardianship; Principles and techniques of writing concise, accurate reports that serve as part of court proceedings; Documentation, assessment, evaluation and recommendation report components; Community resources for referral of clients; Adult and family psychology; Cross-cultural issues; Statutes and procedures used in Probate and Family Court; Procedures used in California and local rules of the court; Interpersonal and public presentation communication skills; Follow procedures and rules of the court; Obtain and interpret information from various sources to reach appropriate decisions; Communicate effectively verbally and in writing; Use good judgment and work cooperatively with people of various backgrounds; work with the characteristics and health care needs of elderly, chronically ill, or developmentally disabled adults; Operate a personal computer and word processing software to draft and finalize reports; Work independently with limited supervision; Prioritize work to meet required deadlines; Work with outside agencies to coordinate services to dependent adults; Multitask effectively and maintain a high level of adaptability in frequently changing work environment.

The Superior Court of California, County of Tulare, is an Equal Opportunity Employer

EMPLOYMENT PROCESS AND EMPLOYEE BENEFITS

Equal Opportunity Employer: The court does not discriminate on the basis of race, religion, color, national origin, sex, gender, sexual orientation, gender identity or expression, genetics, veteran status, age, or disability or any other status protected by law. The court will provide reasonable accommodation to qualified individuals with disabilities in compliance with state and federal law. In addition, the court complies with applicable state and local laws governing nondiscrimination in employment in every location in which the court has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

THE EMPLOYMENT PROCESS

Application: Prospective employees must submit an application, supplemental application form and other required documents by 5:00 p.m. on the final filing date. Final filing dates vary and are listed on the front of each job announcement. Separate applications must be submitted for each recruitment. Resumes will not be accepted in lieu of the application.

Examination: Applications will be reviewed and evaluated to determine the most highly qualified candidates. Those candidates will then be invited to participate in the examination process which may consist of an application review, written, oral, or performance exam or any combination thereof. Exam scores determine rank on employment lists.

Exam Accommodation: Disabled applicants who require special testing arrangements must contact the Human Resources Department.

Employment List: Employment lists contain names of applicants who have obtained passing scores. Employment lists remain active for six months unless otherwise determined by the Human Resources Manager.

Appointment: The top five ranks on the employment list will be interviewed by departments having vacancies. The position supervisor makes the hiring decision.

Probationary Period: Employees appointed to competitive positions serve a probationary period of 6 months prior to being considered regular.

Condition of Employment: Candidates selected may be required to pass a pre-employment physical and/or psychological examination which is given at no cost to the candidate. A reference check and/or background investigation may also be conducted.

Special Notice: Candidates selected as full-time employees for positions in this classification may join the union and authorize a union dues deduction, or salary deduction of appropriate fee.

Driver's License: For positions requiring the operation of a motor vehicle, candidates referred for a hiring interview may be required to provide a DMV report and meet the Court's driving standards.

Immigration Law: Prior to employment, applicants will be required to provide proof of identity and authorization to work in the United States.

Drug Free Work Place: The Court is a drug-free workplace and has a comprehensive substance abuse policy.

COMPENSATION

Salary ranges have 5 steps with approximately 5% between steps. Starting salaries are normally at the first step with achievement of the second step after 6 months satisfactory service. Twelve months of satisfactory service are required between each of the remaining salary steps. Candidates granted advanced step appointments are required to perform twelve months of satisfactory service before consideration for the next salary step increase.

EMPLOYEE BENEFITS

The information listed below is a general summary of benefits. The Court has a variety of benefit options available which may differ between bargaining units. Some management positions are granted 5 additional days of vacation.

Vacation: 11 days initially; 16 days after 3 years; 20 days after 8 years; 25 days after 11 years; 300 hour accrual limitation.

Holidays: 13 holidays per year + 2 floating holidays
Sick Leave: 12 days annually with unlimited accumulation.

Insurance: A medical PPO plan, dental and vision coverage are available. Dependent coverage is also available. Life insurance coverage of \$10,000 is provided. All positions are eligible for long-term and/or State disability insurance. Additional supplemental life and long-term disability insurance may be purchased by the employee.

Retirement: The retirement plan is a defined benefit plan administered pursuant to the 1937 Act County Employees Retirement Act and integrated with Social Security. In addition to ordinary retirement benefits, the plan provides disability and death benefits. Retirement contributions are made by both the Tulare County Superior Court and the employee. The Tulare County Superior Court has reciprocity with the State of California, contracting PERS agencies, State Teachers' Retirement System, and all County 1937 Act Retirement Systems.

Other Benefits: Employee Assistance Program, Employee Recognition Program, IRS Section 125 Program (provides tax savings for insurance costs, dependent care costs and unreimbursed medical expenses), and Deferred Compensation plans are available.

THE PROVISIONS OF THIS BULLETIN DO NOT CONSTITUTE AN EXPRESSED OR IMPLIED CONTRACT AND ARE SUBJECT TO CHANGE.

Call our Job Information Line (559) 730-5000 option 8, option 2;

Email us at courtHR@tulare.courts.ca.gov or Visit our website at <http://www.tularesuperiorcourt.ca.gov/>