



Deputy Director of Family Court & Special Services

**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: \$89,625 - \$108,474

Definition: Assists with the administration of Family Court and Special Services (FCS), including family court mediation, probate review and investigation; to directly supervise probate unit personnel; to perform direct services as necessary in probate investigation, family court mediation and child custody recommending; to assist in the strategic planning and community outreach activities of the court; and to perform the activities of the Director in their absence. This classification is unrepresented and at-will.

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

Plan for and implement procedures and administer the FCS unit which may include training and supervising Court Investigators, Child Custody Recommending Counselors and support staff. Serve as liaison of FCS at committee meetings with local and state organizations and programs. Assist in the development and maintenance of uniform courtside procedures for the administration of FCS. Maintain management information concerning workload and case flow, and prepare reports as necessary. Consult with and make budget recommendations to the Director, Court Executive Officer and Assistant Court Executive Officer. Maintain current knowledge with respect to relevant clinical and mediation literature and changes in domestic relations law. Review and analyze legislation pertaining to family code, probate code and California Rules of Court. Mediate disputes concerning parenting arrangements in cases involving divorce, separation, paternity, guardianships and temporary restraining orders and juvenile dependency as necessary. Interview, investigate, and make recommendations in Conservatorships, Guardianships, Pre-age Marriages, Custody Evaluations, and Step-Parent Adoptions, emancipation petitions and Termination of Parental Rights as necessary. Keep records and maintain statistical information regarding services provided. Serve as an informational resource regarding probate and custody related matters to the public, attorneys, and agencies. Conduct education classes for the public dealing with the issues of conservatorship and guardianship petitions, as well as, child custody and visitation. Coordinate with Court IT in maintaining the integrity and function of the FCS computer network and database management system. Oversee supervision of assigned FCS staff not limited to interviewing, work product assessment, work assignment, discipline, including the development and implementation of correction plans, writing performance evaluations; prepare personnel data forms, status changes, scheduling, assigning and maintaining training logs and other personnel related material. Apply, write and administer family law and community-focused grants. Attend work-related meetings, workshops, seminars, and other continuing education opportunities. 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.

EMPLOYMENT STANDARDS

Education / Experience: The combination of education and experience listed as follows are the minimum qualifications: Graduation from an accredited college or university and a Master's Degree in social work, psychology, marriage, family and child counseling AND three years of supervisory experience, or the equivalent thereof, in a related field, and a minimum of three years' experience completing investigative work preferably in a court or related setting. Possession of a valid Licensed Clinical Social Worker or Marriage, Family and Child Counselor license as issued by the State of California is desirable. Must possess a valid California driver's license.

Knowledge, Skills and Abilities:

Knowledge of: California Court System and California Rules of Court. Statutes and procedures used in probate court, family law court and juvenile court. Interviewing and report writing skills. Individual and family counseling techniques. Mediation and negotiation theories and techniques. Public and private community resources and referral agencies. Psychology, child development, and family systems. Principles of supervision and management; written and oral communication standards, including correct usage of grammar, spelling and punctuation. **Skills to:** Manage a family court services program. Understand, interpret and apply the statutes, court rules and case laws affecting the operation of family court services. Evaluate and make recommendations concerning the effectiveness of counseling technique and procedures. Establish rapport with individuals, couples, and families in working towards amicable solutions. Establish rapport and work cooperatively with judiciary; various county, community and other agencies or organizations. Analyze problems and situations and arrive at logical solutions. Effectively communicate verbally and in writing. Supervise, evaluate, discipline, and train staff. Operate a personal computer and related software. Prioritize work and workload within department to meet deadlines.

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 and supplemental questions received before the deadline will be evaluated to determine if the candidate meets the minimum qualifications, as previously stated. The Court will further evaluate these documents and determine whether or not to conduct interviews. If interviews are needed, the Court will select for interview, only those candidates it deems may best meet the needs of the Court. Not all applicants will receive an interview. It is therefore important to realize that the preparation of the entire application and supplemental questions are very important to the selection process. Applicants should review the material in this announcement very carefully before preparing the supplemental application.

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: Managers/Directors serve at-will at the discretion of the Court Executive Officer who may appoint without a competitive rating process.

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.

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.

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;

Email us at courtHR@tulare.courts.ca.gov or

Visit our website at <http://www.tularesuperiorcourt.ca.gov/>

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;
21 days after 8 years;
25 days after 12 years;
300 hour accrual limitation.

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

Insurance: A choice of Medical Plans including two EPO's and two PPO's, and 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.