



## **Child Custody Recommending Counselor I/II Bilingual**

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

**Closing Date: June 28, 2024**

**Annual Salary Range: I \$83,125 - \$100,472  
II \$87,154 - \$105,383**

**\*Bilingual classifications earn an add'l \$50 per pay period**

**Definition:** The primary role of the Counselor is to conduct child custody recommending counseling in custody and/or visitation disputes as required by California Family Code and California Rules of Court. The Counselor provides a wide variety of reports and recommendations to the Court regarding family law and probate matters.

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

**I & II:** Mediate disputes concerning parenting arrangements in cases involving divorce, separation, paternity, guardianships, temporary restraining orders, and juvenile dependency; Summarizes the results of child custody counseling activities and acts as expert witness for the court both verbally and in writing, including resolutions of disputes or recommendations for settlement; May draft settlement agreement stipulations; Attend meetings, participate in staff training; Interview, investigate, prepare reports and make recommendations in Custody matters, Guardianship visitation, Free from Parental Custody and Control, Step-Parent Adoptions, Juvenile dependency, Pre-age Marriages and emancipation; Access and evaluate collateral information from such sources as law enforcement, child welfare, mental health treatment providers, health care providers and schools to aid in preparing reports regarding parenting plans that best meet the needs of children; assess domestic violence risk and develop family safety plans; keep record and maintain statistical information regarding services provided. **II:** In addition to the duties above, serves as informational resource regarding custody related matters to the public, attorneys, and agencies who seek assistance; acts as a liaison with other government and private sector organizations related to Family Law and Probate matters; assists in conducting education classes for the public, represents the office at various organizations and programs; provides work direction and guidance for professional level staff as well as schedule, assign and review the work of counselors.

### **EMPLOYMENT STANDARDS**

**Education / Experience:** The following combination of education and experience are the minimum qualifications: Graduation from an accredited college or university with a Master's degree in Social Work, Psychology, or Marriage, Family, and Child Counseling AND three years professional level experience in child custody, investigations, family or mediation counseling or psychotherapy, including one year in family court.

**Knowledge, Skills and Abilities:** Statutes and procedures used in the California Court System including: Family Law, Juvenile Law, Probate Law and Local Rules of Court. Principles and techniques of counseling; community resources for referral of clients. Adult and family psychology dynamics; clinical issues relating to child development, child abuse, clinical issues relating to children, the effects of divorce on children and the effects of domestic violence on children. Domestic Violence and Cross-cultural issues. Crisis intervention. Skills and ability to: Follow procedures and rules of the court. Utilize communication and problem solving skills needed to assist parties reach amicable resolutions. Relate to and gain confidence of adults under stressful conditions. Work with clients in crisis. Diagnose dysfunctional interaction patterns. Obtain and interpret information from various sources to reach appropriate recommendations. Effectively communicate orally and in written form; Use good judgment, and work cooperatively with those contacted in the course of work. Work with limited administrative supervision and on-going consultation with peers. Prioritize task to meet departmental and court deadlines. Effectively use relevant computer applications and word processing software. Prepare typed reports in a clear, precise and timely manner.

# 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:** 14 holidays + 2 floating holidays per year.  
**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.

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