



SUPERIOR COURT OF THE STATE OF CALIFORNIA COUNTY OF CALAVERAS

POSITION SUMMARY

Under general supervision, this professional level position performs independent work, conducts investigations regarding persons and issues related to pending matters before the court, prepares reports, and makes recommendations to the court. The Court Investigator also attends hearings, as necessary, to provide reports to the court; consults with judicial officers, attorneys, and parties involved in assigned cases; prepares reports and recommendations for the court.

DISTINGUISHING CHARACTERISTICS

The classification of Court Investigator is a professional, non-exempt, at-will position. This classification encompasses a variety of investigator roles, including investigations in the family law and probate areas. This class is distinguished from the Mediator class in that the mediator does not conduct investigations.

ESSENTIAL DUTIES: The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related or logical assignment for this classification. Other duties may be required and assigned.

- Conducts personal interviews with and evaluates individuals involved in matters before the court. Some interviews require home visits to assess health and living conditions
- Reviews filings in court divisions for protective or restraining orders, or other safety issues for any relevant party. Review custody and visitation orders in family law cases and notify the probate judge in guardianship matters when appropriate
- Analyzes data, interprets directions, procedures and regulations, and develops appropriate comprehensive and factual responses; prepares memos and reports to the court, along with written or verbal recommendations; prepares orders appointing Guardianship and Letters of Guardianship
- Assists parties in probate and conservatorship cases, explaining legal rights and scope of services; informs parties of laws, regulations and procedures of the court
- Examines financial accounts filed by guardians and conservators to ensure that estates are properly managed and that investments are in compliance with the law
- Acts as liaison between the court and relevant agencies related to investigations
- Appears in court to provide details of investigations as needed
- Works flexible hours as necessary, and occasionally outside business hours
- Maintains current knowledge and monitors changes to probate law and recommends changes in policy, rules, and procedures required for compliance; executes modifications after approval

- Cooperates with other government agencies, such as Child Protective Services, law enforcement agencies, the Public Defender's office and the District Attorney's office on a regular basis when working on cases
- Travels off-site using personal vehicle or arranged transportation to various locations in the county on a regular basis while conducting investigations; some out-of-state travel may be necessary in rare occasions
- Attends training as offered and/or directed
- Other duties as assigned

EDUCATION AND EXPERIENCE:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be completion of twelfth grade or equivalent and two (2) years employment experience performing casework and interviews or investigations in a legal, law enforcement, or social service setting.

Or

Five (5) years of responsible work experience in legal/judicial, social work, or other environment which requires handling a caseload pertaining to family, children, the elderly, or mental health issues.

MINIMUM QUALIFICATIONS
Necessary Employment Standards

Knowledge of:

- Interviewing and investigation methods and procedures
- California court system and thorough knowledge of Probate law and legislation
- Issues of child abuse or abandonment, elder abuse, drugs and alcohol
- Common medical and psychiatric terminology and conditions
- Modern office methods and technology including the use of a personal computer and related software such as word processing, spreadsheets, databases, case management systems and scheduling programs
- English Language Arts: correct spelling, grammar, and punctuation
- Organizational and administrative methods and procedures of the Court is desired
- Basic accounting and auditing practices

Skill/Ability to:

- Gather and analyze data, evaluate facts and evidence, interpret directions, procedures and regulations, and develop appropriate comprehensive and factual responses
- Understand legal terminology, documents and procedures related to case evaluation and processing; laws, legal/judicial procedure and local rules
- Establish and maintain effective working relationships with all levels of Court staff, judicial partners, elective and appointive bodies and members of the general public; work effectively with and assist individuals of various ages and diverse cultural backgrounds; deal tactfully and courteously with all
- Work independently and prioritize work with excellent organization skills
- Work well under pressure, meeting multiple and sometimes conflicting deadlines. Must be available to work weekends and overtime as directed

- Communicate effectively, both written and oral, in person, over the telephone and in writing with public, attorneys, vendors, co-workers, supervisors, managers, and judicial officers
- Maintain confidential information in accordance with legal standards and/or other regulations
- Train, oversee and evaluate the performance of staff including contracted investigators
- Follow Court Rules and Regulations/Personnel Policies, Safety Procedures, Court Code of Ethics and Court Harassment Prevention Policy.
- Demonstrate cooperative behavior with co-workers and management.
- Maintain a professional appearance and demeanor as defined in Court Code of Ethics.
- Successfully complete fingerprinting and Criminal Record Background Check

Employee must have and maintain the following certifications / licenses:

- Maintain possession of a current and valid California driver's license. Employees who are unable to operate a motor vehicle, due to a medically documented disability as defined by the Americans with Disabilities Act, must be able to provide alternate forms of transportation, which may be required to perform job functions.

Employees Must Meet the Following Special Requirements:

- Ability to sit for extended periods of time; frequently stand and walk or otherwise move within the court; normal manual dexterity and eye-hand coordination; corrected vision to normal range; verbal communication; use of office equipment, including computers, telephones, calculators, copiers and fax machines; lift boxes of stored documents weighing up to 30 pounds.
- Tolerate exposure to: evidence and testimony that may be disturbing, such as photographs of murder scenes and victims; evidence that may include syringes, drugs, weapons and blood; defendant and witnesses who may potentially be verbally or physically abusive, allergens, such as perfumes and dust; and unpleasant odors, such as unwashed clothing, chemicals offered into evidence and unwashed people.

Employee must not contribute to or create a hostile work environment:

- Employee shall not engage in any activity that unreasonably interferes with the performance of any other employee, such as sexual harassment, unlawful discrimination or any other behavior that unduly demeans or intimidates another employee.
- As an essential function of this position, the employee must be able to handle high levels of stress satisfactorily and be congenial with other employees, judicial officers, supervisors, subordinates, outside contractors, and other agency personnel.