

**Superior Court of California  
County of Solano  
Job Announcement**

**Investigator  
RECRUITMENT # 2013-12**

**Salary: \$59,250 – \$72,019 annually**

**CLOSING DATE: January 3, 2014**

**Job Definition**

Under general direction, this professional level position conducts investigations related to probate, conservatorship, guardianship, stepparent adoptions, termination of parental rights, and child custody cases; prepares reports and recommendations to the court, informs parties of their legal rights and obligations. This position is regular, full-time and exempt from the Fair Labor Standards Act. This is a represented position.

**Essential Functions (Core Competencies), including but not limited to:**

- Receiving and reviewing petitions and files related to assigned cases;
- Conducting background investigations of involved parties including criminal history, fingerprints, collateral contracts, interviews and other related matters;
- Working with other agencies (e.g. CPS, APS, NBRC) to develop information related to parties in the case; may refer parties for services;
- Conducting home visits to determine suitability of environment and gather additional information;
- Recommending additional expert consultation where indicated, such as psychological evaluations;
- Advising an individual of their rights and options;
- Preparing reports documenting investigation processes, findings and recommendations;
- Reviewing and monitoring conservatorship and guardianship accountings and actions on behalf of conservatee or ward;
- Establishing and maintaining a variety of records, correspondence and reports;
- Maintaining current knowledge of codes and regulations related to adoption, child custody, conservatorship, and guardianship; and
- Performing other related work as required by business needs or as assigned.

The ideal job applicant will possess all of the knowledge, skills, and abilities (KSAs) listed below, including other KSAs and meet all minimum requirements. A more detailed list of minimum requirements and KSAs is available upon request in the form of a job specification.

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**Knowledge, Skills, and Abilities** – The successful applicant will possess the following (KSAs):

- Ability to organize and prioritize work assignments.
- Ability to understand and apply written and verbal instructions & convey information to others.
- Ability to communicate effectively with people of diverse socio-economic backgrounds and temperaments.
- Excellent written and oral communication skills.
- Ability to maintain confidentiality of information.

## **Educational and Work Experience Requirements**

Any combination of education and experience that could likely provide the required knowledge, skills and abilities is qualifying.

- One year of experience in work that involved interviewing and a Bachelor's degree in criminal justice, judicial administration or a related behavioral science. Applicant must meet requirements outlined in Probate Code section 1454.

Special Requirements:

- Independent travel is required.
- May be required to work outside normal business hours.

## **License Requirement**

A valid California driver's license is required or the ability to provide alternate transportation if prohibited by a medically documented disability from obtaining a driver's license.

## **Physical Requirements and Work Environment**

The duties assigned to this position requires standing, walking, using hands to finger, handle, pinch, pull objects or controls, reaching with hands and arms, climbing stairs, and balance. Customarily, assigned work may include frequent lifting of up to approximately 10 pounds. Occasional lifting of up to 25 pounds may be required and the need to sit and work at a computer for long periods of time. Some bending, stooping, and/or squatting may be required. While performing assigned duties, the employee is exposed to weather conditions prevalent at the time. Environment at site visits will vary and is unpredictable. The noise and traffic level in the work environment are similar to a busy business office. Reasonable accommodation requests will be considered during pre-employment testing period and after employment when requested, medically documented, and determined by the court to be appropriate under applicable law.

## **Recruitment Process**

To be considered for this position, job applicants are required to complete an official court application and the supplemental application and are required to sign and date both documents. **The supplemental application is attached to this job announcement.** An application screening committee will review application packets. Applicants who are successful in the application packet-screening phase will move on to the interview phase. A panel of subject-matter-experts (SMEs) will conduct a structured oral

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interview. The panel will review and assess the degree to which each applicant demonstrates the required knowledge, skills, and abilities.

Eligible job applicants will be notified by phone or letter of the date and location prior to scheduling for the examination. Official application forms are available on the court's web site, [www.solano.courts.ca.gov](http://www.solano.courts.ca.gov) or application forms may be picked up from the Court's Human Resources department in the Executive Office at 600 Union Avenue, Fairfield. Applications may be mailed to the address on the application form or dropped off at the Court **and must be received** by close of business on the final filing date. Faxes or postmarks are not accepted.

**Superior Court of California, County of Solano**

**Supplemental Application**

for

**Investigator**

(Recruitment #2013-12)

**INFORMATION AND INSTRUCTIONS**

To acquire knowledge of your education, experience and training, the first phase of the selection process for this position will be a review of your application and supplemental application. The information you provide on the Court's official application and supplemental application will be used to evaluate your overall qualifications for this position. Based on the results of this evaluation process, candidates will be invited to participate in the interview.

Using this supplemental application, you are required to describe your training and experience that qualify you for this position. You are to provide explicit, but concise, statements in response to each section. It is your responsibility to ensure that information you deem important to your candidacy is included in your responses. **Your response to each question is limited to the space provided on the page provided for each question.** In responding to each question, describe **your own experience**. Do not list the functions of the unit in which your position was located. Do not list the responsibilities of the person to whom you reported. If you have assisted your supervisor or a lead staff person in carrying out functions or responsibilities, clarify how you assisted, and define the degree of authority you exercised.

Both the official court application and the supplemental application must be typed or legibly printed. **Résumés or referrals to a résumé in lieu of a response on this questionnaire are not acceptable.** Applicants submitting illegible or incomplete application packets will be disqualified from consideration.

**CERTIFICATION**

**I certify that all statements made in this supplemental application was written by me and are true and complete, and I understand that any misstatement of material fact(s) will subject me to disqualification.**

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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- 1. Give an example of an experience with an impaired individual who needed assistance. In what capacity did you meet the person? What problems were identified? Describe the ultimate outcome and what led you to choose a particular course of action.**

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- 2. Describe your experience working with various state and local agencies and organizations.**

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- 3. Submit a report, not to exceed five pages, in which you had to evaluate a circumstance or individual, omitting names, etc.**

# **STOP**

## **Did you remember to:**

- 1. Sign and date the application?**
- 2. Complete, sign and date, and attach the supplemental questionnaire, including your writing sample?**
- 3. Complete and attach the Equal Employment Opportunity Questionnaire?**

**This document is used for statistical purposes only.**