



The Superior Court of California, County of Butte  
Human Resources Department  
One Court Street, Oroville, CA 95965  
Phone: (530) 532-7103  Fax: (530) 532-7291  
[www.buttecourt.ca.gov](http://www.buttecourt.ca.gov)

Applications are now being accepted for the position of:

## Court Investigator

Hourly Salary Range: \$22.93 to \$27.87

Filing Period: 3-11-2016 through 4-1-2016 @ 4:00pm

**The Position:** Under general direction, this position conducts investigations relating to matters before the Court, prepares reports and makes recommendations to the Court and performs related duties as assigned.

**Essential Job Functions:** (The following lists of duties are typical of those performed by the incumbent in this classification)

- Conducts investigations relating primarily to family and probate matters, including but not limited to custody/visitation, guardianships, step-parent adoptions, conservatorships, trust and estate matters.
- Conducts home visits and telephone and field interviews.
- Consults with law enforcement, social services, healthcare and educational personnel, attorneys, and other sources.
- Conducts fact verification and record checks, including child abuse reports, residence and medical records, and other reference and background information.
- Examines, and must be familiar with, a variety of Court files, forms and documents.
- Prepares detailed written reports and recommendations for review by judicial officers.
- Consults with judicial officers and colleagues regarding implications of information gathered.
- Attends Court proceedings as necessary and remains available to judicial officers.
- Provides formal testimony regarding investigative findings and recommendations when needed.
- Advises parties of the matter before the court, legal procedures and of his/her rights, including the right to legal representation.
- Conducts annual or biannual audits, as required by law, and periodic case and financial reviews.
- May mediate disputes between parties in some cases.
- Maintains current knowledge of applicable codes and regulations.
- Attends training sessions, staff meetings and case consultations and maintains up-to-date information concerning relevant techniques and practices.
- Organizes case load and coordinates the maintenance of case files.
- Provides general information to the public, outside agencies and other concerned parties.
- Serves as a representative of the Court, displaying professionalism, courtesy, tact, consideration and discretion in all interactions with other members of the Court community and with the public.
- Communicates effectively, both orally and in writing.
- Travel is required; may be required to work outside normal business hours.

### Policy of Nondiscrimination

Superior Court of California, County of Butte, does not discriminate on the basis of mental or physical disability in its programs or activities. Special interview arrangements may be made to accommodate disabilities or religious convictions. Contact the Court Administrative Office at (530) 532-7013 well in advance of the exam/interview for assistance. The Superior Court of California, County of Butte, encourages applications from all persons regardless of their race, color, sex, religion, religious creed, age, sexual orientation, national origin, ancestry, physical, or mental disability, medical condition or marital status. Disabled persons are encouraged to apply for all positions with the Court. Reasonable accommodation may be made in the testing procedure as well as the work site.

## **Employment Standards**

**Experience:** Two years of professional experience that includes interviewing and investigation work.

**Education:** Minimum of a Bachelor's degree from an accredited college or university with a major in psychology, social work or other behavioral science, or a closely related field.

### **Knowledge of:**

- California Civil, Probate, Family and Welfare and Institutions Code as well as recent case and statutory law.
- Principles of interviewing, counseling, investigation and casework.
- Negotiation theory and reality focused settlement methods; mediation techniques.
- Adult and child development with emphasis on children of divorce; family dynamics and system theory.
- Abuse recognition and reporting responsibilities; crisis intervention procedures.
- Principles of individual and group behavior.
- Medical/psychiatric terms, conditions and disorders.
- Assessment and analytical skills.
- Principles of accounting and auditing.
- Principles and techniques of writing comprehensive, accurate reports which include thorough research, documentation, assessment, evaluation and recommendation components that serve as part of Court proceedings.
- Legal terminology, documents, and procedures pertaining to case evaluation and processing; laws, legal/judicial procedure.
- Court rules, policies and procedures.
- Available community resources.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Computers and software applications applicable to investigative work.

### **Ability to:**

- Understand and apply relevant statutes, Court rules and case law, affecting Butte County Superior Court.
- Interview individuals by phone or in person.
- Travel when necessary to conduct field investigations.
- Obtain and interpret social data from various sources.
- Determine acceptability of legal documents for filing, examine and determine if the contents of files are consistent with statutory procedural requirements.
- Identify and substantiate need for judicial action through accurate and comprehensive reporting.
- Effectively interview children and adults; skillfully assess normal and dysfunctional interaction of family members; assess the needs of family members for appropriate outside agency assistance or for further investigative process.
- Deal with small group dynamics involving coalition, hidden agendas, transference and counter-transference; provide assertive intervention in delineating common goals of the parties.
- Effectively utilize crisis intervention techniques.
- Negotiate via cognitive and communicative problem solving.
- Research, obtain and interpret a variety of information from various sources.
- Analyze various problems, documents and cases to evaluate potential issues in order to make appropriate recommendations to the Court.
- Establish effective working relationships with a variety of individuals from diverse backgrounds.
- Utilize sound judgement to make decisions.
- Communicate effectively, orally and in writing.
- Work within specified time limits.
- Explain legal rights and Court procedures.
- Work cooperatively with those contacted in the course of work.

## **Environmental and Functional Factors**

The physical demands and work environment described below are representative of those an employee encounters while performing the essential functions of this position. However, reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands:**

While performing the duties of this job, the employee is required to stand, walk, and sit, possibly for an extended period of time; use hand to manipulate objects; reach with hands and arms; climb stairs; balance; stop, kneel, or crouch; talk, see and hear. The employee must occasionally lift and/or move up to 25 pounds. The employee must have speech and hearing sufficient for communicating in person, by telephone and in courtroom presentations.

**Work Environment:**

Incumbents will perform work inside of buildings and a variety of environments and locations visited during field investigations; work alone or closely with other staff and/or the public. Position requires regular travel.

**Salary:** \$22.93 to \$27.87 / hour. Salary range consists of 5 steps with approximately 5% between each step. Annual performance reviews are given which may advance the employee through the steps.

**Benefits:**

- Sick Leave - 12 days annually
- Vacation - begins with 3 weeks / year and increases with longevity
- 13 paid holidays
- Position eligible for 2% longevity pay at 10, 15, 20, and 25 years of service
- Membership in CalPERS Retirement System: 2% @ 62 – new members; 2% @ 55 - classic members
- Choice of 4 CalPERS Health Insurance Plans (HMO / PPO)
- Dental & Vision Plans
- Basic Life Insurance provided by Court (\$25,000 coverage); Employee can purchase additional voluntary coverage
- ICMA Deferred Compensation Plan
- Flexible Spending Section 125 Account (health / dependent care)
- Employee Assistance Program

**Application and Selection Procedures:**

You can download an application from the Butte Superior Court's website at [www.buttecourt.ca.gov](http://www.buttecourt.ca.gov). You may also request an application by contacting Butte Superior Court Human Resources at 530-532-7103 or [HR@buttecourt.ca.gov](mailto:HR@buttecourt.ca.gov).

**Applicants must submit a Superior Court Employment Application and supplemental questionnaire to the Human Resources office by 4:00pm on Friday, April 1, 2016, to be considered.** Attachments/supplemental documents are accepted; however, not in lieu of completed application. Applications may be submitted online; dropped off at, or mailed to, either Butte Superior Court location (1 Court Street in Oroville/1775 Concord Avenue in Chico); faxed to 530-532-7291; or e-mailed to [HR@buttecourt.ca.gov](mailto:HR@buttecourt.ca.gov).

Applications will be reviewed for minimum qualifications as listed in this job description. Possession of the minimum qualifications is not necessarily a guarantee of further advancement in the selection process. Those applicants appearing most qualified will be selected to advance. All information on the application must be complete to permit comprehensive review. It is important that your application show **all** the relevant experience and education you possess. The application is the first step in the examination process, and the information that you furnish will be used to determine your qualifications. List all relevant work experience, regardless of duration, including part-time and military service. Applicants must meet all of the minimum qualifications for the classification by the final filing date.

**Pre-employment Policies and Other Requirements:**

Candidates will be subject to a background and reference check, including fingerprinting for criminal convictions through the Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI). All offers of employment are contingent upon submission of documents verifying identity and authorization to work in the United States in accordance with the Immigration and Naturalization Control Act of 1986 using E-Verify and passing a pre-employment medical review/examination and drug screening.

This position requires, as a condition of continued employment, that the employee either 1) become a union member, 2) pay a fair share fee to the union, or 3) meet specific requirements under which an equivalent amount must be paid to a charity.

**Note:** This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents, may be required to follow instructions and to perform other job related duties as may be assigned. Any provision contained in this bulletin may be modified or revoked without notice. Questions regarding this announcement may be directed to the Human Resources Office.

## **COURT INVESTIGATOR SUPPLEMENTAL QUESTIONNAIRE**

***Answers to the three (3) questions below must be submitted with your Superior Court employment application.***

1. Describe your experience conducting investigations. Specify the types/purposes of the investigations, your role and to whom the final investigation reports were directed. Be sure to include your title(s), employer(s) and the date(s) you worked in this area.
  
2. Describe your experience gathering, compiling and summarizing information in report form. Include the types of reports you have written, the areas covered in your reports, and to whom your reports have been submitted for review and approval.
  
3. Describe your court or legal experience, specifically in the area of probate matters, guardianships, conservatorships, and family law investigations and/or research. Be sure to include your title(s), duties and the number of years you have worked in this area.