



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)

The Superior Court of California, County of Butte invites applications for the following position:

## Mediator Child Custody Recommending Counselor

**Hourly Salary Range: \$25.41 - \$30.89**

**Filing Period: Friday, May 13, 2016 – Friday, June 17, 2016**

**POSITION:** Under general direction performs mediations, conducts investigations and makes child custody/visitation recommendations to the Judicial Officers of the Superior Court.

**DISTINGUISHING CHARACTERISTICS:** This position is utilized in the Family Court Services Division and works at the fully qualified journey level, performing mandated court functions.

**ESSENTIAL JOB FUNCTIONS:** *The following duties are typical of those performed by the incumbent in this classification. However, other duties may also be required.*

- Conducts mediation sessions related to child custody and visitation disputes.
- Interviews parents, children, extended family members, collateral sources and various agencies to develop information regarding domestic, martial, and other aspects of parental responsibilities which directly relate to appropriate recommendations.
- Evaluates and assesses families for referral to appropriate community resources.
- Prepares written stipulations of agreements, recommendations and evaluations to the Court in child custody and visitation cases, guardianships, and stepparent adoptions.
- May conduct pre-marital underage minor evaluations and recommendations to the Court.
- Provides court testimony regarding recommendations.
- Prepares and maintains case files, compiles statistics and keeps records at the request of the Court.
- Conducts child custody investigations and evaluations, as required.
- Conducts mediation or parent orientation classes, as required.
- Provides instruction, seminars and presentations on divorce, dispute resolution, child development or other relevant topics, as directed.
- Attends training sessions, staff meetings, and case consultations and maintains up-to-date information concerning family assessment, family dynamics, mediation and family law.
- Abides by professional and ethical standards as mandated and prescribed in the California Family Code, Rules of Court and Mediation Standards.
- Assists in the coordination of various court-based service programs and multi-agency collaborative efforts.
- Collects and maintain statistical information pertaining to division operations.

**Note:** The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice. Questions regarding this announcement may be directed to the Butte Superior Court Human Resources Office.

## EMPLOYMENT STANDARDS

Experience: A Master's Degree from an accredited college or university in psychology, social work, marriage, family and child counseling or other behavioral science substantially related to marriage and family interpersonal relationships, and two years professional experience in family counseling, psychotherapy or mediation. Previous work experience as a probation officer, social worker or performing duties similar to a Court Investigator may be evaluated for substitution purposes for the required education on a year-for-year basis.

A 10% salary differential is paid for an employee who possesses one of the following licenses:

- Marriage and Family Therapist
- Licensed Clinical Social Worker
- Psychologist

### Knowledge of:

- California Court system, Civil Code, Family Law policies and procedures and case and statutory law
- Principles of interviewing, counseling, investigation, and casework; custody research and studies; negotiation theory; court mediation theory and paradigms; reality focused settlement techniques
- Adult and child development with emphasis on children of divorce; family dynamics and system theory; appropriate parenting arrangements for children of various ages; effects of divorce on children, parents and extended families and their respective rights; crisis intervention techniques
- Behavioral disorders such as character and mental disorders; substance abuse; domestic violence; child abuse and molestation
- Code of Ethics for California Court Employees
- Available local community resources
- Legal requirements for recommendations to the Court and stipulated agreements
- Legal terminology
- Business English, including vocabulary, correct grammatical usage, spelling and punctuation

### Ability to:

- Understand and apply statutes, rules and case law affecting the Family Court Services Division
- Obtain and interpret social data from various sources
- Effectively interview children and adults in a non-confrontational manner; 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
- Provide feedback on findings and actively explore alternative solutions with clients
- Effectively utilize crisis intervention techniques
- Negotiate via cognitive and communicative problem solving
- Deal tactfully and interact effectively in situations requiring instructing, persuading, consulting, counseling and motivating people
- Establish rapport and effective working relationships with clients of different social, economic, and ethnic backgrounds, some of whom may be emotional or uncooperative
- Reach logical conclusions and exercise sound judgment based on the evaluation of facts and conflicting information
- Prepare concise reports and records
- Prioritize work and manage time effectively to work within time limits
- Communicate effectively orally and in writing
- Work cooperatively with those contacted in the course of work
- Maintain confidentiality
- Utilize computer technology including desktop computer, word processing, and spreadsheet applications

Special Requirements: May be required to possess or obtain by appointment date a valid California operators' license issued by the State Department of Motor Vehicles.

### **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.

Incumbents will perform work inside of a controlled environmental facility and work alone or closely with other staff and/or the public. 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; balance; stoop, kneel, or crouch; talk, see and hear. The employee must have speech and hearing sufficient for communicating in person, by telephone and in courtroom presentations. May require light physical effort which includes frequent lifting of up to ten (10) pounds and occasional lifting of up to twenty-five (25) pounds or more.

### **COMPENSATION**

Salary: The stated salary range consists of 5 steps with approximately 5% between each. 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 (Employees are vested after 5 years of F/T service.)
- Choice of Health Insurance Plans (HMO/PPO)
- Dental & Vision Plans
- CIGNA Life Insurance (\$25,000 coverage provided by the Court)
- Additional voluntary Life and AD&D coverage available for employee purchase
- ICMA Deferred Compensation Plan
- ADP Flexible Spending Accounts (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 required supplemental questionnaire to the Human Resources office by 4:00pm on Friday, June 17, 2016, to be considered.** Additional attachments/supplemental documents are welcome; however, will not be accepted in lieu of a completed application and questionnaire. 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:**

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.

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.

**Policy of Nondiscrimination**

Superior Court of California, County of Butte does not discriminate on the basis of mental or physical disability in the admission or access to, or treatment or employment 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, age, national origin, ancestry, physical, or mental disability, medical condition or marital status. Disabled persons are encouraged to apply for all positions with the Butte Superior Court. Reasonable accommodation may be made in the testing procedure as well as the work site.

# **MEDIATOR CHILD CUSTODY RECOMMENDING COUNSELOR SUPPLEMENTAL QUESTIONNAIRE**

***Instructions:*** Please answer the following three (3) questions on a separate sheet(s) of paper. Answers must be legibly hand written in blue or black ink or ***preferably typed***. Please include your name and date on the top of each page submitted. The completed questionnaire ***must*** be submitted with your Butte Superior Court employment application to be considered for the position.

1. Describe your training and experience in the field of mediation/child custody recommending counseling. In the absence of direct experience, please correlate your education and experience with the minimum requirements and essential duties listed in this recruitment to demonstrate that you are qualified for and likely to be successful in this position.
  
2. Please describe your experience with conflict resolution. Describe a high conflict case you have had in the past and summarize how you handled it. What qualities and skills were you able to utilize that effectively resolved the conflict?
  
3. Describe any report writing you have done in the past, particularly that which relates to this field. You may submit a copy of a report you've written with all identifying information redacted.