

The Superior Court of California
County Of San Diego



JOB ANNOUNCEMENT

FAMILY COURT COUNSELOR

Examination No. 13-002

SALARY RANGE: Approximate annual salary is \$56,326 - \$84,739. NOTE: Starting salary is based on background and experience and is expected to be between \$56,326 – \$73,465.
Bilingual positions receive an additional biweekly premium of \$50.00

FILING DEADLINE: Applications will be accepted until **5:00 pm on MONDAY, OCTOBER 29, 2012.**
NOTE: The existing eligibility list will be replaced by the list created under this examination process. Interested applicants **must** reapply.

POSITION LOCATION: Incumbents complete an initial period of training at Family Law Building, located at 1551-55 Sixth Avenue, San Diego, CA. Upon successful completion of training, incumbents may remain at the Family Law Building or be assigned based on the needs of the Court to any branch court location including North County, 325 S. Melrose, Vista, CA; East County, 250 East Main Street, El Cajon, CA; or South Bay, 500 3rd Avenue, Chula Vista, CA.

JOB SUMMARY: Incumbents evaluate and make recommendations regarding disputed child custody, visitation and guardianship matters; investigate and determine facts and conditions regarding issues of domestic violence and child and substance abuse; make collateral contacts, interview parties or conduct home visits; make community referrals; present recommendations orally and in writing; testify in Court; conduct child custody recommending counseling conferences; draft stipulated settlement agreements; and prepare and maintain case files, court reports, and statistical records. Some positions require bilingual skills and interested bilingual applicants are encouraged to apply.

REQUIREMENTS: A Master's degree from an accredited university or college in Psychology, Social Work, Marriage, Family and Child Counseling, or other directly related behavioral science; **AND** at least two (2) years of responsible professional post degree level counseling or psychotherapy experience in a setting related to the areas of responsibility of the Court. Possession of a MFT or LCSW license issued by the State of California is highly desirable but not required. *Allowable Substitutions:* Additional qualifying experience may be applied towards completion of one year of the educational requirement based upon a two year Master's program, which included supervised field placement; OR possession of a Ph.D. in a directly related field may be substituted for up to one year of the required qualifying work experience.

EVALUATION and SELECTION FACTORS: Factors which will be evaluated include knowledge of principles and practices of mental health; adult psychopathology; psychological and socio-economics of the family unit; characteristics and signs of abuse, domestic violence, and substance abuse; clinical issues relating to family dysfunction and child development; laws related to visitation, custody and parental rights; child custody recommending counseling, negotiation, individual and group counseling practices and techniques; and community resources. Other factors which may be evaluated include the ability to reach logical conclusions based on evaluation of facts and conflicting information; establish rapport and effective working relationships with clients and others, some of whom may be emotional or uncooperative; conduct interviews in a non-confrontational manner; communicate effectively, orally and in writing; prepare concise reports and records; prioritize work; manage time; exercise sound judgment and maintain confidentiality.

SELECTION PROCESS: Qualified candidates are placed on the eligibility list based on information contained in both the standard employment and supplemental application forms. Top candidates are invited to participate in a selection interview which includes completion of a writing exercise. **Note:** Bilingual candidates receive the same consideration along with all other eligible candidates when the position being filled does not require this specialized skill. Appointment to bilingual positions within Superior Court service is contingent upon successful completion of a bilingual certification process.

HOW TO APPLY: Applicants must complete and submit a Superior Court employment application, Supplemental Application Form (SAF), background investigation form, and pre-employment disclosure statement. Applications are available at San Diego Superior Court Human Resources Office, at 330 West Broadway (Hall of Justice), Room 251, San Diego, CA 92101; by calling (619) 450-5222, or visiting www.sdcourt.ca.gov. Submit completed applications in person to the address above; by U.S. mail to: San Diego Superior Court, Attention: Human Resources, P. O. Box 120128, San Diego, CA 92112-0128; or send to Mail Stop C-44 using county mail.

DATE: October 5, 2012

ASSIGNED ANALYST: Renee Coley

GENERAL EMPLOYMENT INFORMATION

The provisions of this announcement do not constitute an implied or expressed contract, and any provisions contained in this announcement may be modified or revoked at any time. The requirements stated above represent only the minimum required to file an application. Meeting the listed requirements does not guarantee a candidate will qualify for the examination. Equal Opportunity: Superior Court makes all appointments without regard to age, race, sex, religious creed, ethnicity, disability, marital status or sexual orientation. Applicants with Disabilities: Reasonable accommodations will be made so applicants with disabilities may participate in the examination process. Advise Superior Court Personnel of special needs in advance of the examination.

Human Resources Office: The Superior Court Human Resources Office is located at the Hall of Justice, 330 West Broadway, Room 251, in Downtown San Diego.

Hours of Operation: The Human Resources Office is open to the public, Monday through Friday, from 8:00 a.m. to 5:00 p.m. except for Court holidays.

Mailing Address: San Diego Superior Court, Attn: Human Resources, P.O. Box 120128, San Diego, CA 92112-0128. The County Mail Stop is C-44.

Phone Numbers: The business office phone number is (619) 450-7230. The fax number is (619) 450-7158. The job line is (619) 450-5222.

Website: Job opportunities are listed on the Superior Court website at: www.sdcourt.ca.gov then click on the employment tab on the right side. The application form is available at this site in Adobe PDF format.

Employment Applications: Applications must be legible, complete and signed to include any required certificates, forms, transcripts or Supplemental Application Forms.

Application Filing Deadlines: The Human Resources Office must receive all application material by 5:00 p.m. on the filing deadline date stated on the reverse. Postmarks are **not** accepted. Faxed applications are **not** accepted. If a filing deadline is not stated, applications will be accepted on a continuous basis and subject to closure without advance notice. To receive full consideration, applications should be filed promptly.

Examination Numbers: Applicants are limited to one application and may not reapply under the same examination number.

Series Statement: Applications are accepted on a continuous basis as determined by employment needs. Applicants may only take the examination once under the specific examination number. Applicants who are successful on the written examination will have their name placed on the Eligible List in score order regardless of test date.

Application Information Change(s): Applicants are responsible for submitting changes in their application information such as **address or phone number changes in writing.**

Eligible Lists: After successfully completing the entire examination process, candidates will have their name placed on an Eligible List. Placement on the Eligible List does not guarantee selection. When vacancies occur, the Eligible List is sent to appropriate Court divisions for selection.

Documentation: Federal law requires that all persons selected for employment complete and sign a form (INS-9) verifying the legal right to work in the United States.

Medical Examination: Employment is contingent upon successfully passing a job-related, pre-employment medical examination, which will include drug and alcohol testing.

Background Investigation: Superior Court employees shall be subject to a background investigation and fingerprinting. Convictions, depending upon the type, number and recency, may be disqualifying.

Work History: False statements or omission of facts regarding background or employment history may result in either disqualification or dismissal.

Starting Salary: New employees may be placed higher than the minimum rate depending on qualifications, knowledge and experience.

Vacation: New employees accrue vacation at a rate of seventeen (17) days per year.

Holidays: The Superior Court currently observes fourteen (14) holidays each year, including the employee's birthday.

Sick Leave: On approval of excused absence, eligible employees may use accrued sick leave.

Retirement: Employees of the Superior Court participate in the County Employees Retirement System, which is integrated with Social Security.

Health Insurance: Superior Court employees are provided a cafeteria-style flexible benefits plan which offers health, dental and vision coverage.

Life Insurance: A group rate life insurance program is available.

Additional Benefits: Other benefits include tuition refund, deferred compensation, suggestion award program, and credit union services.

Employee Status: Employees in the Family Court Counselor classification serve a one-year probationary period and are governed by the San Diego Superior Court Personnel Rules.