



The Superior Court of California
County of San Diego

JOB ANNOUNCEMENT

COURT INVESTIGATOR
Examination No. 14-001

- SALARY RANGE:** Approximately \$54,724 - \$69,326 annually
- FILING DEADLINE:** Applications will be accepted until 5:00 p.m. on **Wednesday, September 11, 2013.**
- JOB LOCATION:** There is a current vacancy at the Central Division Probate Office located in the Madge Bradley Building, 1409 Fourth Avenue in downtown San Diego. The eligible list resulting from this exam process will be used to fill the immediate vacancy and may be used to fill any subsequent Court Investigator positions.
- JOB SUMMARY:** Under general direction, the Court Investigator provides recommendations on probate matters; solicits information to assess need for judicial action, substantiates cause and completes legal documents; conducts field visits to interview often confused/distraught individuals and assesses living conditions, financial and health status; reviews financial and medical records; recommends judicial action on suitability of existing or potential conservators, guardians and placement; informs concerned parties of laws, regulations, and procedures of the Court; directs clients to available legal and community resources; explains the nature of conservatorships and guardianship proceedings to families; and makes presentations on conservatorship issues.
- REQUIREMENTS:** A Bachelor's degree in psychology, social work or other behavioral science, or closely related field from an accredited college or university **AND** two (2) years of full-time increasingly responsible probate or litigation related interviewing and investigating experience, including fact finding and working with persons with mental, physical and/or emotional impairments.
- EVALUATION AND SELECTION FACTORS:** Factors to be considered in the evaluation include knowledge of: legal terminology, documents and procedures pertaining to case evaluation and processing; issues and circumstances typical of probate matters; medical/psychiatric terms and conditions; interviewing, investigating techniques, and report writing. Other factors which may be evaluated include skills and abilities to: interact effectively with a wide variety of individuals from diverse backgrounds and educational levels who may be experiencing emotional stress, and/or mental and/or physical impairments; explain legal rights and court procedures; obtain needed information through interviewing and investigation; determine acceptability of legal documents for filing; examine and determine if the contents of probate files are consistent with statutory procedural requirements; recognize and respect limits of authority; formulate and present sound recommendations to the Court; present results of investigations to the Court, orally and in writing; understand, interpret, and apply pertinent provisions of laws and local court rules governing area of assignment; write clear and comprehensive reports; complete assigned activities within clearly established time frames, organize priorities and tasks with minimum supervision and direction; utilize computer resources to research information.
- SELECTION PROCESS:** Qualified applicants will be placed on the eligible list based on the information provided in both the standard employment application and supplemental application forms.
- HOW TO APPLY:** Applicants must complete and submit the San Diego Superior Court employment application form, supplemental application form, background investigation form, and pre-employment disclosure statement. Application materials are available from San Diego Superior Court Human Resources, 330 West Broadway (Hall of Justice), Room 251, San Diego, CA 92101; in the Employment section of the Court's website, www.sdcourt.ca.gov; or by emailing courthr@sdcourt.ca.gov. Completed application materials may be submitted in person at the above address or mailed to: San Diego Superior Court; Human Resources; P.O. Box 120128; San Diego CA 92112-0128; or through County interoffice mail to mail stop C-44; Attn: Superior Court Human Resources.

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 in this announcement 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: The 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 Human Resources 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 interoffice mail stop is C-44.

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

Website: Job opportunities are listed on the Superior Court website at www.sdcourt.ca.gov. 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, transcripts, forms, and/or Supplemental Application(s).

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.

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

Eligible Lists: After successfully completing the entire examination process, candidates have their names placed on an eligible list. Placement on the eligible list does not guarantee selection. When vacancies approved to be filled occur, the eligible list is sent to appropriate Court departments 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 in this job classification accrue vacation at an initial rate of fifteen (15) days per year.

Holidays: The Superior Court currently observes fourteen (14) holidays each year, which includes 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 this job classification serve a one-year probationary period and are governed by the San Diego Superior Court Personnel Rules.

**SAN DIEGO SUPERIOR COURT
HUMAN RESOURCES
P. O. BOX 120128
SAN DIEGO CA 92112-0128**