



SUPERIOR COURT OF CALIFORNIA COUNTY OF YUBA

An Equal Opportunity Employer

Invites Applications for the Position of

Court Investigator – Independent Contractor

FINAL FILING DATE: Continuous until Filled

About Yuba County:

Yuba County is located in the Northern Sacramento Valley, approximately 40 miles north of the State Capitol, Sacramento. Its boundaries stretch from the farms and orchards of the valley to the timberlands of the Sierras. With an estimated population of 80,000, Yuba County offers its residents the many advantages of a rural lifestyle, away from the pressures of the urban areas.

About Yuba County Superior Court:

At Yuba County Superior Court, we believe that the legal system should be equally accessible to all people, regardless of gender identity, income, race, or religion. Yuba County Superior Court has 50+ employees, five elected judges, and a part-time child support commissioner.

Definition: The primary role of the Court Investigator is to investigate and prepare written reports and recommendations to the court regarding probate guardianships, conservatorships, free from parental custody and control, and stepparent adoptions as required by California Family Code, California Probate Code and California Rules of Court.

Minimum Qualifications:

Education and Experience:	A Bachelor's degree from an accredited college or university with a major in administrations of justice, social sciences, psychology, or related behavioral science, and two years of professional experience performing case or investigative analysis in a legal/judicial, social services or health services environment, or a combination of education and experience to perform the services required by Probate Code section 1454.
License:	Must possess and maintain a valid California driver's license.
Eligibility:	Must be a US citizen or possess a valid work permit issued by the US Government.

Pay and Working Conditions:

Salary:	\$35.00 an hour
Worksite:	Yuba County Courthouse, 215 Fifth Street, Suite 200, Marysville, California 95901.
Court Hours of Operation:	Monday through Friday, 8:00 a.m. to 5:00 p.m.

Essential Duty Sample (This List Is Not All Inclusive)

Conduct investigations in conservatorship, relative guardianship, freedom from parental custody and control, stepparent adoption, pre-age marriage, and emancipation matters by gathering, assessing and evaluating information regarding living and housing arrangements, care plans, and other information concerning the personal health and safety of adults and minor children, through interviews, home visits and other sanctioned investigative methods; Prepare written investigative reports with recommendations to the court based on the results of investigations utilizing computerized word processing programs and other manual methods; Review conservatorship accountings and provide a written report with recommendations to the court regarding compliance and deficiencies.

Appear in court to provide sworn testimony as to details and findings of investigations conducted and concluded; Conduct orientation and training for conservators and guardians; providing applicants and appointees with information on regulatory, statutory, and procedural requirements as provided by probate and family code; Assist in making presentations to community organizations to promote outreach services and educate the community on issues of conservatorship and guardianship; Travel frequently for purposes of training, conducting presentations, and investigations. The majority of travel will be within Yuba County; Attend staff and other work-related meetings, workshops, seminars, and other continuing education opportunities as requested and required; Serve as a representative of the court, displaying courtesy, tact, consideration and discretion in all interactions with other members of the court community and with the public; Assist with investigation and oversight of other family court matters as needed and requested; Perform related duties as assigned.

Knowledge, Skills and Abilities: The California Court system; Interviewing and assessing techniques for evaluation of dependent adults under conservatorship and minor children under guardianship; Principles and techniques of writing concise, accurate reports that serve as part of court proceedings; Documentation, assessment, evaluation and recommendation report components; Community resources for referral of clients; Adult and family psychology; Cross-cultural issues; Statutes and procedures used in Probate and Family Court; Procedures used in California and local rules of the court; Interpersonal and public presentation communication skills; Follow procedures and rules of the court; Obtain and interpret information from various sources to reach appropriate decisions; Communicate effectively verbally and in writing; Use good judgment and work cooperatively with people of various backgrounds; work with the characteristics and health care needs of elderly, chronically ill, or developmentally disabled adults; Operate a personal computer and word processing software to draft and finalize reports; Work independently with limited supervision; Prioritize work to meet required deadlines; Work with outside agencies to coordinate services to dependent adults; Multitask effectively and maintain a high level of adaptability in frequently changing work environment.

HOW TO APPLY:

Applicants need to Submit: (1) Résumé, (2) cover letter [optional] to:

HUMAN RESOURCES DIVISION
SUPERIOR COURT OF CALIFORNIA, COUNTY OF YUBA
215 Fifth Street, Suite 200, Marysville, CA 95901
(530) 740-1870
Fax: (530) 740-1870
courthr@yuba.courts.ca.gov

Note: Faxed and emailed applications are accepted.

FINAL FILING DATE: Continuous until Filled

THE SELECTION PROCESS:

(Punctuality, accuracy and reliability are absolute requirements for this position.)

All resumes will be carefully reviewed and evaluated based on the job requirements. Depending upon the number of applications received, the selection process **may** consist of: (1) application review, (2) supplemental appraisal review, (3) skills test, (4) written examination, (5) oral interview, or (6) any combination of these. Misstatements or omissions on the resume may result in loss of employment.

If you believe you have a disability that would make it difficult to participate in any portion of the recruitment process and would require reasonable accommodation; contact the Human Resources Division of Superior Court of California, County of Yuba.

The Court hires without regard to age, religious preference, race, creed, national origin, gender and marital status. Existing medical and/or physical disabilities will be evaluated based upon the ability to perform the minimum requirements of the position.