SUPERIOR COURT

COUNTY OF MADERA, STATE OF CALIFORNIA
ANNOUNCEMENT OF EXAMINATION

COURT MEDIATOR/INVESTIGATOR
Monthly Salary: $4,779-$5,810

Under the direction of the Director of Family Court Services, to mediate disputes involving child custody and visitation; to investigate complex cases involving child custody disagreements, step-parent adoptions, and probate conservatorships; to prepare a variety of court reports and recommendations; and to do related work as required. Exercises no supervision.

IMPORTANT AND ESSENTIAL DUTIES:

-Provides guidance and counseling to cases referred by the Court; conducts child custody and visitation mediation.
-Meets with parties involved in custody and visitation disputes.
-Works through differences with involved parties and develops recommendations for the Court.
-Investigates allegations concerning child custody.
-Prepares written reports of recommendations for the court at the completion of investigations.
-Gathers relevant materials and develops recommendations concerning step-parent adoptions, guardianships, and other related custody matters.
-Interviews conservators and proposed conservatee for conservatorship cases.
-Explains conservatorship procedures and develops recommendations concerning the appropriateness of proposed conservatorship.
-Provides a variety of information about functions to others.
-Coordinates activities with community organizations, school authorities, therapists, State and local organizations and other outside agencies.
-Prepares court reports, social case histories, correspondence, and other documents as necessary.
-Attends and participates in professional group meetings.
-Stays abreast of current legislation regarding custody evaluation, domestic violence, and related issues.
-Represents Family Court Services at conferences and meetings.

OTHER JOB RELATED DUTIES: Performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

The court system of California and the procedures used in family law cases.
Community resources to which clients can be referred for assistance.
Adult psychopathology, family psychology and system dynamics.
Child development theory and clinical issues related to children.
Recent developments, current literature, and sources of information related to child abuse, the effects of divorce on children, and child custody research.
Principles of case management.
Interviewing principles and techniques.
Pertinent Federal, State, and local laws, and regulations including those affecting conciliation/mediation work and mental health issues.

Skill to:

Operate modern office equipment including computer equipment.
Operate a motor vehicle safely.

Ability to:

Perform specialized mediation and investigative work involving family law and child custody.
Conduct specialized interviews to assess the mental health needs of children and adults.
Analyze problems, identify alternative solutions, project consequences of proposed actions, and develop recommendations in support of goals.
Develop and prepare a variety of records and reports.
Communicate clearly and concisely, both orally and in writing.
Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

MINIMUM QUALIFICATIONS: Requires two years of responsible work experience in counseling or psychotherapy, preferably in a setting related to family conciliation for the courts and with a population similar to that served by the County **AND** equivalent to 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.

SPECIAL REQUIREMENTS: *Essential duties require the following physical skills and work environment:* Ability to work in a standard office environment.

LICENSE OR CERTIFICATE: Possession of, or ability to obtain, an appropriate, valid driver's license.

PHYSICAL EXAMINATION REQUIREMENTS: As a condition of employment with the Superior Court, County of Madera, a candidate may be required to complete a review of medical history and employment examination given by the Madera County Health Department and/or health care professional designated by the Superior Court, County of Madera.

BACKGROUND CHECK REQUIREMENTS:

The final candidate will be required to submit to Live Scan Fingerprinting as a condition of employment should an offer be made. In addition, the final candidate will be required to submit verification of identity, citizenship or legal right to work in the United States.

EMPLOYEE BENEFITS:

Benefits of employment with the Superior Court, County of Madera includes 13 paid holidays and 1 floating holiday per year, 1 sick leave day per month (unlimited accrual); 2 weeks paid vacation after 1 year, vacation accrual increasing thereafter with years of service (45 days maximum accrual); 10 days management leave per fiscal year; 2.7% @ 55 membership in the Public Employees' Retirement System (PERS); Superior Court participates in the Public Employees' Retirement System Health Benefit Program, and for certain selected health plans, the Superior Court pays 100% of health insurance premium for employee and 50% for either two-party or family coverage; additional merit-based salary increases after 10, 15, 20, 25 and 30 years of service.

EXAMINATION PROCESS: A qualifications appraisal for the purpose of appraising the candidate's education, experience, and personal qualifications will be scheduled for those candidates who meet the minimum qualifications, and may be administered either by a written examination, oral interview, evaluation of education and experience, or any combination of qualifications appraisal determined by the Superior Court Personnel Division to be appropriate. The Personnel Division may limit the number of qualified applicants eligible to participate in the examination process. The Superior Court Personnel Division will make reasonable accommodations in the examination process for disabled applicants. Madera County Superior Court does not discriminate on the basis of race, religious creed, color, national origin, ancestry, disability, medical condition, marital status, sexual orientation, sex, or age in any of its programs or activities.

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FINAL FILING DATE: August 30, 2011 by 4:00 pm

APPLICATION PROCESS:

Please review the *Application Guidelines* for requirements. The application and the supplemental questionnaire are required to apply. A resume may be included with the application but will not be accepted in lieu of an official application. An application may be obtained by accessing the Madera Superior Court website at www.madera.courts.ca.gov or by visiting the Madera Superior Courts Human Resources Division. Office hours are:

Monday - Friday, 8:00 am – 5:00 pm

MAILED APPLICATIONS:

If an application is mailed, the application and all required documentation must be received by the final closing date and time indicated. An application may be mailed to:

Madera Superior Court
Human Resources Division
209 West Yosemite Avenue, Madera, Ca 93637

NOTE: Postmarks, emails and faxes are not accepted.

ADA ACCOMMODATIONS:

If you are a person with a disability and in need of accommodations during your interview, please contact our office at 661-5197.

THE PROVISIONS OF THIS JOB BULLETIN DO NOT CONSTITUTE AN EXPRESSED OR IMPLIED CONTRACT. THE MADERA COUNTY SUPERIOR COURT RESERVES THE RIGHT TO MAKE NECESSARY MODIFICATIONS TO THE EXAMINATION PLAN. SUCH REVISIONS WILL BE IN ACCORDANCE WITH MADERA COUNTY SUPERIOR COURT PERSONNEL POLICIES AND STANDARDS. QUESTIONS REGARDING THIS ANNOUNCEMENT MAY BE DIRECTED TO THE MADERA COUNTY SUPERIOR COURT, HUMAN RESOURCES DIVISION.

SUPERIOR COURT OF CALIFORNIA
COUNTY OF MADERA

COURT MEDIATOR/INVESTIGATOR
SUPPLEMENTAL QUESTIONNAIRE

Please answer each question below with as much detail as possible. You may attach additional sheets of paper if necessary. Please type or write your answers legibly and in ink. The supplemental questionnaire is required in addition to the official application. Failure to submit this supplemental questionnaire will result in disqualification.

Name:_____ Date:_____

1. Describe your knowledge of the court system and the procedures used in family law cases.

2. What experience do you possess mediating disputes involving child custody and visitation?

3. What experience do you possess involving adoption cases?

4. What experience do you possess involving probate conservatorships?

5. Describe the important principles and techniques of effective interviewing and what they mean to you as an investigator?