



# SUPERIOR COURT OF CALIFORNIA COUNTY OF MARIN



Announces an Opportunity for the Position of  
**TERM-LIMITED**  
**COURT INVESTIGATOR**

### Our Mission

*To ensure fair and equal access to justice and  
serve the public with dignity and respect.*



## *The Community*

Located in the North Bay across the Golden Gate Bridge from San Francisco, Marin County is a dynamic community of 252,000 residents known for its combination of rural and suburban lifestyles.

It is a recreation destination for the entire Bay Area. The Golden Gate National Recreation Area and Point Reyes National Seashore are just two destinations out of more than 140,000 acres of public lands within Marin. The County's active economy includes employers such as Lucas Films and Autodesk, as well as vibrant agriculture, aquaculture, light industry and tourism business sectors. Marin County residents enjoy an excellent public school system. Marin's post-secondary institutions include College of Marin and Dominican University.

## *The Court*

The Court is considered small/medium sized among the State of California's 58 trial courts. The Court has 12 authorized judicial positions and approximately 107 staff. The Court's bench and staff are ethnically and racially diverse. The average age of staff in the Court's workforce is approximately 52. Approximately 75% of the staff are represented by SEIU 1021; all others are unrepresented.

The Court is located in the Marin County Civic Center, a facility and campus designed by famed architect Frank Lloyd Wright. The Administration building was opened in 1959, while the Hall of Justice, housing the Court and other criminal justice and law enforcement agencies, was completed in 1969. The Civic Center was designated a National Historic Landmark in 1991. Its unusual design makes it a destination for tourists.

## *Court Investigator*

Under direction, conducts initial and periodic investigations related to probate conservatorships and guardianships, step-parent adoptions and termination of parental rights; visits skilled nursing facilities, residential care facilities, state prisons, county jails, locked psychiatric facilities, state and private hospitals, group homes, schools, homeless shelters, business and private residences; prepares written reports and recommendations for the Court; and performs related work as required.

## *Distinguishing Characteristics*

The Court Investigator provides services as specified in the Family Law and Probate Codes including conservatorship, guardianship, stepparent adoptions and termination of parental rights. This class is distinguished from that of the Probate Examiner in that the latter is responsible for providing technical, procedural and legal review to ensure that matters before the court have proper notice and complete documents for a court ruling. This class is further distinguished from that of the Child Custody Recommending Counselor in that the latter is responsible for mediating custody and visitation disputes in the area of Family Court Services. This class reports to the Manager, Family Court Services.

**TYPICAL TASKS** - Positions in this class may perform any or all of the below listed duties. These should be interpreted as examples of the work, and are not necessarily all-inclusive.

1. Conducts initial conservatorship investigations and reviews conservatorships under the court's supervision; interviews persons with physical, mental, cognitive and/or developmental disabilities; visits private homes, skilled nursing facilities and residential care facilities, gathers information regarding the potential conservatee's mental and physical condition, living situation, financial status and related matters; and conducts annual or biannual



audits of conservatees' estates as required by law.

2. Advises the proposed conservatee of the matter before the Court and of his/her rights, including the right to legal representation and the alternatives regarding the selection or appointment of an attorney.

3. Conducts investigations related to the adoption of a stepchild by a stepparent; including the termination of the biological parents rights; interviews all family members.

4. Conducts investigations related to relative guardianship; reviews the background and history of each guardianship case; makes home visits and conducts interviews to assess the child's needs and the proposed guardian's ability to serve.

5. Reviews financial history and status of real and personal property; reviews and analyzes medical and psychological reports; conducts on-site visits to residences and other locations; gathers and summarizes information relative to the type of investigation being conducted.

6. Makes visits to individuals under conservatorship at their place of residence; interviews and advises the individual about their legal rights; ensures that all documentation is complete including reports and pleadings.

7. Interviews a variety of individuals such as teachers, school principals, counselors, therapists, child protective services, social workers, public safety officials and neighbors.

8. Reports as mandated by law, possible and/or allegations of child abuse, dependent adult abuse and elder abuse; makes referrals to public safety agencies where there is a suspicion of financial or physical abuse.

9. Attends court proceedings and testifies when subpoenaed.

10. Prepares a variety of reports, recommendations, summaries of findings, case notes, correspondence, legal documents and other written materials.

11. Maintains accurate records and files; organizes case files and ensures that they are complete prior to presenting materials to the Court.



12. Works closely with other agencies including schools, law enforcement, health and human services; works with probate staff, public defender, public guardian and other professional staff to review and discuss common cases.

13. May conduct reciprocal investigations for other court jurisdictions.

## ***Education and Experience***

**DESIRABLE QUALIFICATIONS** – *Any combination of education and experience that would likely provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the knowledge, skills and abilities would be the equivalent of:*

Education and Experience: Possession of a baccalaureate degree from an accredited college or university with a major in a social or behavioral science, criminology, counseling or a field related to the work, and two years of experience in any combination of social/psychological or legal case investigation, accounting or in social service or mental health case management work.

## ***Knowledge, Skills and Abilities***

Knowledge of: Principles, practices and techniques for conducting a variety of investigations, including interviews, review of financial history and status of real and personal property, analysis of medical and psychological reports and on-site visits to residences and other locations; applicable probate, conservatorship and guardianship laws, statutes, codes and regulations; current issues and regulations related to conservatorship, guardianship for the elderly and dependent adults; the causes of domestic violence; illnesses and injuries that affect clients served, including but not limited to dementia, Alzheimers, brain and traumatic injuries, developmental disabilities;

Skill in: Operating a computer and related child support software; accurately retrieving data in a timely manner; driving a motor vehicle.



community resources for intervention, counseling and various social and health services; computer applications related to the work; standard office practices and procedures, including the operation of standard office equipment.

Skill in: Operating a computer and driving a motor vehicle.

Ability to: Conduct effective investigations of various types in support of the Court; conduct self in a fair, courteous and efficient manner so as to promote respect for the judicial process; to gather information, often under stressful circumstances; work with the elderly and dependent adults who suffer from many forms of physical and mental ailments; interpret, read, understand, apply and explain a variety of complex laws and regulations related to conservatorships, guardianships and step-parent adoptions; read and understand complex financial documents; analyze problems, evaluate alternatives and use sound and independent judgment within policy and procedural guidelines; work with individuals of all ages, genders and ethnic and social-economic backgrounds, who may have emotional or physical problems; relate and gain the confidence of adults under stressful conditions; communicate orally and in written form in a clear and concise manner; deal tactfully and courteously with the public; establish and maintain effective work relationships with judicial officers, court personnel, governmental agencies and members of the public.

## ***Compensation & Benefits***

The hourly rate for the Court Investigator is \$37.20 to \$42.87 (\$73,744.36—\$89,178.18 Annually) This is for the period of three (3) to six (6) months with the possibility of being extended.



In addition the salary is a leave benefit package that includes the following elements:.

### ***Retirement***

New employees may participate in a voluntary Internal Revenue Code Section 457 deferred compensation plan paid 100% by the employee.

Note: Court employees do not contribute to Social Security other than mandatory Medicare tax.

### ***Sick Leave***

Full-time employees accrue twelve (12) days of sick leave per year, which may accumulate on an unlimited basis.

### ***State Disability Insurance (SDI)***

This program provides weekly benefits in the event of short-term disability. Premiums are automatically deducted from your pay.

### ***Other Benefits***

#### ***Employee Training and Development Program***

The Court is committed to a continuous learning environment where employees are encouraged to improve their knowledge and skills throughout their careers with the Court. Onsite programs are offered in such areas as Customer Service, Safety and Ergonomics in the Workplace and Using Microsoft Office Applications. The Court also is involved in regional and statewide training networks with other

courts and professional organizations, making it possible for staff to participate in enriched training in particular functional areas of court processing.

### *Employee Training and Development Program*

The Court is committed to a continuous learning environment where employees are encouraged to improve their knowledge and skills throughout their careers with the Court. The Court is involved in regional and statewide training networks with other courts and professional organizations and also offers onsite programs. Employees are granted (2) Professional Development Days per year, which may be prorated based on date of hire.

### *Free Parking*

The Civic Center offers free all-day parking for all employees and visitors.

### *SMART Train*

The SMART Train Civic Center station is within walking distance of the Civic Center. The Court offers a monthly pre-tax payroll transportation benefit to set aside. To further support your effort to lessen your “carbon footprint” the Court will automatically match your transit costs up to \$40/month.



### *Carpool/Bike Incentive*

Join a carpool to go further, or jump on a bike to boost your health and your wallet. You can receive a \$240 taxable carpool/bike incentive once every 6 months for carpooling or biking to work at least 60 days within each 6-month reporting period. This incentive is paid out twice a year if you meet all requirements. That's up to \$480 a year! The 60 days can be achieved through a combination of biking and/or carpooling



### *Farmers Market*

The Thursday Marin Farmers Market is located at walking distance and features 100 local farmers, specialty food purveyors and a handful of artisans. It makes for a great lunch destination as well.

### *Marin Civic Center Café*

Byte Foods offers automated refrigerated food kiosks restocked daily with a variety of fresh, nutritious and locally sourced foods and beverages. These items include various sandwiches, salads, burritos and specialty entrees, as well as coffee, kombucha, and juices. There is also an assortment of snacks and treats.

### *Marin County Library*

The Frank Lloyd Wright Civic Center Building offers an on-site library located on the fourth floor. It features free wifi, public computers and a large inventory of books and audio



### *Beautiful Scenery*

Across the street from the Civic Center is the Marin Center which includes walking paths around a beautiful pond with a wide variety of wild birds. The Marin Center is also the location for the yearly Marin County Fair and various shows.



## ***To Be Considered***

Applications must be completed electronically at [http://www.marincourt.org/human\\_resources.htm](http://www.marincourt.org/human_resources.htm). Click on the link for Career Opportunities. For the first round consideration, the deadline to apply is **Sunday, June 27, 2021 by 11:00 PM**. Applicants are responsible for submitting an application, cover letter, and answers to the supplemental questions in order to be considered.

Those candidates deemed most qualified will be invited to one or more virtual oral interviews. Date to be determined.

This is a limited term full-time, exempt represented position. The position also includes a one-year probationary period.

EQUAL OPPORTUNITY/ADA EMPLOYER

## ***Supplemental Questions***

1. Please describe your professional-level experience performing case or investigative analysis in a legal judicial, social services or mental health environment.
2. Please describe your work-related experience assessing or interviewing persons with physical, mental, cognitive and/or developmental disabilities.
3. Describe your work experience in collecting and analyzing facts and preparing written reports that assess the needs of persons with mental, physical and/or emotional impairments (including the elderly and/or disabled).
4. Describe your work experience in applying relevant California codes related to probate and/or conservatorship/guardianship proceedings.