



Superior Court of California
County of Siskiyou
311 Fourth Street, Rm. 206
Yreka, California 96097

EMPLOYMENT OPPORTUNITY: Child Custody Recommending Counselor

ANNUAL SALARY RANGE: \$56,087 to \$68,186

DEADLINE FOR APPLICATIONS: June 14, 2019 at 5:00p.m.

The Superior Court of California, County of Siskiyou is accepting applications for the position of Child Custody Recommending Counselor.

Siskiyou County is the northernmost county in California, situated next to the Oregon border. The county is dominated by majestic Mt. Shasta. At 6,313 square miles, the county is the 5th largest county, by area, in the state. It is 5 times the size of Rhode Island. With a population of about 45,000, the County offers its residents the diversity of all four seasons. Adventures that are available in Siskiyou County include; fishing, rafting, hiking, horseback riding, camping, bicycling, water skiing, snow skiing and numerous other outdoor activities. Siskiyou County is a wonderful place to live, due to the low crime rate, great schools, beautiful parks and general cleanliness.

Purpose

Under general direction, this professional level position serves as Mediator/Evaluator for custody/visitation court cases, provides investigation services for Superior Court, and serves as Court liaison with government agencies, civic groups, and the legal community.

Distinguishing Characteristics

This is a journey level Child Custody Recommending Counselor/Evaluator position responsible for conducting Court ordered investigations and mediation of custody, visitation or other family issues, guardianships and conservatorships.

Reports to

Court Executive Officer or designee

Typical Duties

(The following does not include all of the duties that may be performed.)

1. Interviews parties involved in custody disputes and other matters before the Court to assess potential for settlement or resolution to include mediation and/or investigation.
2. Evaluates attitudes of parties and conditions surrounding the controversy and determines appropriate courses of action.
3. Conducts independent investigations into matters relevant to the dispute and prepares written recommendations regarding child custody, adoptions, guardianships, conservatorships, underage marriages, emancipations, etc.
4. Engages in mediation, meeting with parties to reach settlements and resolve disputes, provides guidance and counseling to individuals and groups.
5. Summarizes the results of mediation/investigation and acts as an expert witness for the Court verbally and in writing including resolutions of disputes and/or recommendations for settlement and draft settlement agreement language.

6. Acts as liaison with other government and private sector organizations related to mediation efforts.
7. Maintains case files, mediation notes and reports, statistical records and follow-up reports from referral agencies.
8. Conducts education classes and conferences addressing issues of divorce, separation, child custody and related topics.
9. Performs other duties as assigned.

Knowledge, Skills, and Abilities:

Knowledge of principles, techniques and practices of court mediation, investigation methods, and counseling techniques; California court system and procedures used in family law, guardianship, conservatorship cases; legal statutes relating to child custody and conservatorship; community resources for client referral; California juvenile court dependency and child welfare protection systems; adult psychopathology and the psychology of families; child development, child abuse, relating to children, and the effects of divorce on children; clinical issues; effective interpersonal communication skills; principles and procedures and basic word processing programs.

Ability to understand and apply relevant California code sections, as well as local court rules and procedures; understand complex issues, interpret information from various sources, analyze problems and documents, and make appropriate recommendations; write comprehensive, factually accurate reports; interview a variety of individuals including emotionally distraught individuals, children, the elderly, developmentally disabled and or impaired persons; plan and organize work to meet deadlines and work well under pressure; function effectively in a variety of work environments including unsanitary conditions, hospitals, mental facilities and board and care homes; work with outside agencies to coordinate services; establish and maintain effective working relationships with individuals from a variety of socio-economic backgrounds, often in difficult and strained circumstances; travel as necessary in the performance of job duties; keep statistics.

Prepare, interpret and evaluate a variety of narrative and statistical data and reports; analyze problems and complaints and identify solutions; gain cooperation through discussion and persuasion; establish and maintain working relationships; conduct effective counseling and mediation sessions; conduct investigations; effectively represent the Court in answering questions, responding to inquiries, providing assistance, and in dealing with concerns from the public, community agencies, court staff, and other organizations.

Minimum Qualifications

Education and Experience

Graduation from an accredited college or university with a Master's degree in social work, psychology, counseling or any combination of training and experience that would likely provide the required knowledge and abilities.

OR

A Bachelor's degree from an accredited college or university with a major in administration of justice, social science, behavioral science, nursing, or a related field, and two or more years employment experience performing casework, mediations or investigations in a legal, or social service setting; or any combination of education or experience that provides the required knowledge, skills and abilities to perform the duties of the position. Must meet or exceed statutory or court requirements for education and experience.

Working Conditions and Physical Demands

This is essentially a desk job, with work performed in an office environment, but there is some regular travel by car to other locations as well as to other agencies within and outside the county. Physical demands include occasional lifting up to 25 pounds, walking, some bending and stooping. There is the potential of clients to act out anti-social or destructive behavior.

Special Licenses Required:

Possess a valid State of California driver's license.

Benefits

Membership in CalPERS Retirement Plan
13 Paid Holidays and 4 Floating Holidays per year
Vacation, Sick, and Administrative Leave
Generous Court Paid Portion for Health/Dental/Vision insurance plans
Available Aflac Supplemental Insurance Plans
Court paid Employee Assistance Program
Court paid Life Insurance plan
Court paid Long-Term and Short-Term Disability plans
Court paid contribution to a 457 Deferred Compensation Plan

APPLICATION AND SELECTION PROCEDURE:

The Superior Court of California, County of Siskiyou is an Equal Opportunity Employer. Arrangements can be made for those applicants that may require accommodation. Candidates must complete and submit the application form, available from the following: our website at www.siskiyou.courts.ca.gov, or by obtaining an application from the Siskiyou County Superior Court, at 311 Fourth St., Rm. 206, Yreka, CA 96097. If desired you may attach a resume and cover letter that sets forth your reasons for interest in this position. The top finalists will be contacted by the Human Resources Department for scheduling of an interview, background check and selection. Incomplete applications will not be processed. **It is not acceptable to complete the application with statements such as "see resume" or "see attached."**

Submit application materials to:

Superior Court of California
Attention: Human Resources
311 Fourth Street, Rm. 206
Yreka, CA 96097

Deadline for applications: June 14, 2019 at 5:00p.m.
Postmarks are not accepted