



**SUPERIOR COURT**  
**COUNTY OF MADERA, STATE OF CALIFORNIA**  
**ANNOUNCEMENT OF EXAMINATION**

**Child Custody Recommending Counselor/Investigator**  
**Monthly Salary: \$6,175 – \$7,506**

***\*Individuals with Bilingual Spanish Skills are encouraged to apply***

**Final Filing Date: Open Until Filled**

***The Madera County Superior Court encourages a positive work-life balance and offers a competitive benefits package:***

- ***Experienced Child Custody Recommending Counselor/Investigators with years of services are encouraged to apply.***
- ***The Madera County Superior Court offers membership into CalPERS and for Classic Members a 2.7% at 55 retirement benefit formula for individuals in a California Government Retirement System on or before 12/31/2012, or new employees a 2% at 62 retirement benefit formula.***
- ***Retirement from Madera County Superior Court includes lifelong employer contributions towards health benefit plans.***
- ***\*The Madera County Superior Court CEO may consider hiring above the entry level A step based on years of experience.***

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**THE POSITION**

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 guardianships, 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 stepparent 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.

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **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 and 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.

## **OTHER JOB RELATED DUTIES:**

Performs related duties and responsibilities as assigned.

## **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:**

Ability to work in a standard office environment.

## **LICENSE OR CERTIFICATE:**

Possession of, or ability to obtain, an appropriate, valid driver's license.

## **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.

**EXAMINATION PROCESS:**

An examination 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. Human Resources may limit the number of qualified applicants eligible to participate in the examination process. The Superior Court Human Resources Division will make reasonable accommodations during 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.

**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 (50 days max accrual); 10 days management leave per fiscal year; Membership in the California Public Employees' Retirement System (CalPERS) pursuant to the provisions of California's 2013 Pension Reform Act (Act) and CalPERS Regulations. For those individuals with current or prior CalPERS membership status or "classic member" will be eligible for an enhanced 2.7% @ 55 retirement formula; employee contributes 8%. Individuals with no current or prior CalPERS membership status and who are defined as "new members" or new employees under the Act, will be eligible for the 2% @ 62 retirement benefit formula; employee contributes 6.75%. Superior Court participates in the CalPERS 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. Bilingual compensation (from \$50 - \$75) is available for qualified individuals that speak, read, write proficiently in the Spanish language.

**APPLICATION PROCESS:**

Please review the [Application Guidelines](#) for requirements. The application and the supplemental questionnaire attached 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](http://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 or emailed to:

**Madera Superior Court - Human Resources Division  
200 South G Street, Madera, Ca. 93637  
HR@madera.courts.ca.gov**

**NOTE: Postmarks 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 (559) 416-5517.

**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.**

***An Equal Employment Opportunity Employer***



**SUPERIOR COURT OF CALIFORNIA  
COUNTY OF MADERA**

**Child Custody Recommending Counselor/Investigator  
SUPPLEMENTAL QUESTIONNAIRE**

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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 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. Please describe your understanding of the role of mediation and the process of conflict resolution in family law.
2. Briefly describe your knowledge of the Welfare and Institutions Code regarding children and dependent adults, your knowledge of Probate Guardianship and Conservatorship, and your knowledge of Family Law pertaining to child custody and visitation. Please indicate how your experience was obtained.
3. Please describe your experience with client evaluation/assessment and reporting. What was your role in the resolution of family-based issues?
4. Please explain any previous experience you may have had preparing detailed reports, meeting stringent deadlines, and obtaining services for clients. How have you managed your time when undertaking multiple duties simultaneously?
5. Describe the specific education and training you have in the following areas:
  - Conflict resolution
  - Substance abuse identification/treatment
  - Developmental stages of children and the impact of exposure to domestic violence on child development
  - Motivational Interviewing techniques
  - Responsiveness to culturally diverse families and children