



Senior Investigator

Class Code: 5023

Bargaining Unit: Unrepresented-Management

SUPERIOR COURT OF CALIFORNIA, COUNTY OF ALAMEDA
Established Date: December 13, 2022

SALARY RANGE

SEE SALARY SCHEDULE

JOB DESCRIPTION:

JOB DEFINITION

Under direction to perform the most complex, difficult and specialized investigation activities; to provide lead direction and training for Investigators; to prepare reports and to make recommendations to the Court; to perform other related duties as assigned.

DISTINGUISHING FEATURES

This is the lead worker level in the Investigator classification series that reports to the Probate Court Manager. This position is distinguished from the lower level classification of Investigator in that the Senior Investigator is responsible for performing complex, difficult and specialized investigative duties; assists with planning, organizing, coordinating and assigns the work activities of the unit and provide guidance and direction to other Investigators. This classification is distinguished from the higher-level classification of Probate Court Manager in that the latter has full supervisory authority of the Investigators and Probate Examiners.

EXAMPLES OF DUTIES:

NOTE: The following are duties performed by employees in this classification. However, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all the duties listed.

1. Serves as an assistant to the Probate Court Manager; assists in the day-to-day operation of the Investigator's Office, including planning, organizing, coordinating and assigning the work and caseload distribution among Investigators; serves as a coach in individual and team development; and may provide leadership or act in the Probate Court Manager's absence.

2. Assists in developing, maintaining and updating training materials, procedures, policies, manuals and forms in response to changes in the law and/or court practices; assesses and makes recommendations on training needs.
3. Provides training, work leadership, direction, guidance and technical assistance within the Investigator's Office; assists Investigators to resolve complex issues; monitors changes in the law; recommends policy and procedural changes required for compliance and initiates modifications after approval.
4. Interviews conservators, conservatees (who are primarily elderly or developmentally disabled) and other persons necessary in a variety of settings to obtain relevant case information; advises persons of legal rights; reviews medical records, petitions, accountings and reports; appoints legal counsel; and mediates disputes between contesting conservators in special cases as requested by the Court.
5. Conducts interviews of proposed guardians, wards and others residing in the home; reviews petitions; confers with attorneys, doctors, teachers, therapists and other parties; checks references; checks criminal records; makes recommendations to the court for best interests of the minor.
6. Writes reports for court hearings based on interviews and investigations; makes determinations and recommendations to the Court as appropriate in conservatorship and guardianship proceedings based on case assessment; attends court hearings; briefs judicial officers about particular cases; follows up on judicial officer orders.
7. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Option I

Education:

Possession of a bachelor of arts or bachelor of science degree in a science, a social science, a behavioral science, liberal arts or nursing from an accredited educational institution.

And

Experience:

The equivalent to two years of full-time experience as an Investigator in the Superior Court of California, County of Alameda as an Investigator.

Or Option II

Education:

Possession of a bachelor of arts or bachelor of science degree in a science, a social science, a behavioral science, liberal arts or nursing from an accredited educational institution.

And

Experience:

The equivalent to four years of full-time professional level experience performing case or investigative analysis in a legal/judicial, law enforcement or social services setting.

In addition to the above, candidates must meet all of the qualifications of an Investigator as set forth in rule 10.777 of the California Rules of Court and any other applicable legal authority

KNOWLEDGE AND ABILITIES:

Knowledge of California Probate Code, other California codes and court rules pertaining to probate matters; court procedures; legal and medical terminology and documents; interviewing techniques; problems of the elderly, developmentally disabled, and persons with a traumatic brain injury; children's needs and special interests; cross-cultural issues; general accounting procedures; correct English usage, punctuation, spelling and grammar; modern office equipment, including computer software programs, technology tools, fax machine and copier.

Ability to interview a variety of individuals including the elderly, developmentally disabled, children, and others in homes, hospitals, institutions, and other locations; understand, interpret and apply pertinent provisions of the Probate Code, Civil Code, and other California Codes, Judicial Council and Superior Court rules and procedures; understand complex issues; provide effective guidance and training to both investigators and administrative staff; interpret information from various sources, analyze problems and documents, and make appropriate recommendations; write comprehensive, factually accurate reports; plan and organize work to meet deadlines; establish and maintain effective professional working relationships with court officials, professionals, vendors, external agencies and the public; maintain confidentiality of information; operate modern office equipment including telephone, computer, printer, copier and fax machine.

CLASSIFICATION HISTORY:

Date established: 12/13/22