



SUPERIOR COURT
COUNTY OF MADERA, STATE OF CALIFORNIA
ANNOUNCEMENT OF EXAMINATION &
SUPPLEMENTAL QUESTIONNAIRE

DIRECTOR OF FAMILY COURT SERVICES
Monthly Salary: \$5681- \$6907

FINAL FILING DATE: November 28, 2011

Under direction, 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; to provide supervision and training to lower level staff; and to do related work as required. This position serves at the will of the Court Executive Officer.

SUPERVISION EXERCISED

Exercises technical and functional supervision over lower level staff.

IMPORTANT AND ESSENTIAL DUTIES:

- Provides supervision and training to assigned staff.
- Leads, oversees, and participates in the more complex and difficult work of assigned staff.
- 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 conservatees 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.
- Oversees records maintenance and destruction for assigned division.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Principles of lead supervision and training.
- 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, child abuse and clinical issues related to children.
- Effects of divorce on children, effects of domestic violence on children and child custody research sufficient to enable a counselor to assess the mental health needs of children.

- Principles of social casework.
- Interviewing principles and techniques.
- Pertinent Federal, State, and local laws, codes and regulations including those affecting conciliation/mediation work and mental health issues.

Skill to:

- Operate modern office equipment including computer equipment and data bases.

Ability to:

- Provide lead supervision and training to assigned staff.
- Perform specialized mediation and investigative work involving family law and child custody.
- Conduct specialized research 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

Experience: Requires three years of responsible post degree level work experience in counseling, psychotherapy or both, preferably in a setting related to family conciliation for the courts with a population similar to that served by the County. Supervisory or lead with training experience preferred.

Education: Requires a Master's degree from an accredited college or university with major course work in psychology, social work, marriage-family-child counseling, 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 and some ability to travel to different sites and locations.

LICENSE OR CERTIFICATE:

Possession of a valid California 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.

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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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**

**DIRECTOR OF FAMILY COURT SERVICES
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 experience conducting mediations and investigations in child custody, guardianship and conservator matters.
2. Describe any experience you have working in a court setting which would include report writing, court recommendations, testifying in a courtroom, communicating with attorney's and familiarity with family court legal procedures.
3. What is your philosophy and your objective regarding the role of Family Court Services as a division and as a provider of public services?
4. Describe your experience in an administrative role where you directed, planned, organized and coordinated the activities and operations of a department or division.
5. Describe your experience performing supervisory duties which includes employee training, work assignments, conducting performance evaluations, participating in disciplinary actions and resolving employee disputes.