



Investigator

Class Code:
4892

Bargaining Unit: Alameda County Management Employees
Association

SUPERIOR COURT OF CALIFORNIA, COUNTY OF
ALAMEDA Established Date: Dec 1, 1999
Revision Date: Mar 13, 2019

SALARY RANGE

SEE SALARY SCHEDULE

JOB DESCRIPTION:

JOB DEFINITION

Under direction, to conduct probate investigations of conservatorships and guardianships; to write reports for the Probate Court based on findings; to provide recommendations to Judicial Officer; and to perform other related duties as assigned.

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 listed duties.

1. Conducts interviews, in a variety of settings, of conservators, conservatees (who are primarily elderly or developmentally disabled), and other persons necessary to obtain relevant case information; advises people of legal rights; reviews medical records, petitions, accountings, and reports; recommends appointment of legal counsel.
2. Conducts interviews of proposed guardians, wards and others residing in the home; reviews petitions; confers with attorneys, doctors, teachers, counselors and other parties; checks references; requests and reviews the Department of Children and Family Services screenings and checks criminal records.
3. Writes reports for court hearings based on interviews and investigations; makes determinations and provides recommendations to the Court as appropriate in conservatorship and guardianship proceedings based on case assessment; attends court hearings; briefs Judicial Officers about particular cases; and follows up on Judicial Officers' orders.
4. Conducts special investigations requested by the court; reviews complaints, mediates disputes between contesting parties in special cases as requested by the court.
5. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Education:

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

And

Experience:

The equivalent to two years of full-time professional level experience performing case or investigative analysis in a legal/judicial, social services, or medical environment.

Spanish/English bilingual skills are preferred, but not required.

KNOWLEDGE AND ABILITIES:

Knowledge of California Probate Code, other California codes pertaining to probate matters; court procedures; legal and medical terminology and documents; interviewing techniques; problems of the elderly, developmentally disabled, and brain damaged; children's needs and special interests; cross-cultural issues; general accounting procedures.

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; 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.

CLASSIFICATION HISTORY:

Date revised: 12/99, 4/15, 3/19, 5/23