



SUPERIOR COURT OF CALIFORNIA COUNTY OF TEHAMA

1740 Walnut Street
Red Bluff, California 96080
PHONE: (530) 527-3484

March 27, 2023

EMPLOYMENT OPPORTUNITY

JOB TITLE: Family Court Services Director

SALARY: \$90,451.91 - \$110,221.70 annually, plus benefit package

CLOSING DATE: April 20, 2023, prior to 12:00 p.m.

TENTATIVE INTERVIEW DATES: April 25, 2023

POSITION SUMMARY:

This is a single, at-will, exempt position; responsible for providing professional and administrative supervision to the staff of Family Court Services. The position functions as a working director and performs mediation, counseling, investigation, and related work in addition to substantive administrative and managerial responsibilities. The Director works under the direction of the Assistant Court Executive Officer.

EXAMPLE OF DUTIES include:

- Plans, organizes, directs, and supervises the operations and staff of Family Court Services Division; reviews and edits Court reports; advises staff on complex issues; selects, trains, evaluates, coaches, disciplines, and counsels staff; maintains records for continuing supervision and management of the workload, operation, and programs;
- Develops budget information and proposals; provides reports; compiles statistics; develops, implements, and maintains policies and procedures; conducts research, studies, and reports for the Court and state agencies; performs other specialized functions as required by the Court and state agencies;
- Mediates child custody disputes; obtains information from parents and others; determines interests of children; consults with therapists, social workers, schools, medical personnel, and others to investigate and evaluate allegations and to determine the best interests of the child or children; develops proposals to resolve custody matters; prepares written agreements and recommendations on custody issues; prepares initial and supplemental reports; testifies in court; provides counseling to address immediate issues; recommends counseling or other interventions as appropriate;
- Participates in premarital counseling of juveniles and in the mediation of custody disputes;
- Coordinates programs with community resources; establishes and maintains referral and collateral relationships; develops public information material and speaks publicly; develops and maintains working relationships with bench officers, attorneys, doctors, hospitals, banks, care providers, service agencies, law enforcement, schools, and numerous county and state departments;
- Represents the Court at statewide conferences and workshops.

EMPLOYMENT STANDARDS:

Knowledge of:

- The court system of California and applicable federal, state, and local laws, regulations, statutes, rules of court and procedures used in family law;
- Other resources in the community that clients could be referred to for assistance;
- Adult psychopathology and the psychology of families;
- Child development, child abuse, clinical issues relating to children, the effects of divorce on children, the 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 administration, organization, supervision, and management;
- Functions and operations of county and state judicial and legislative systems;
- Principles of fiscal management;
- Principles and practices of interviewing, investigating, and counseling individuals and families;
- Geriatric diseases, developmental disabilities, and substance abuse.

Ability to:

- Plan, organize, supervise, and train professional and support staff;
- Provide legal, technical, and administrative support and management related to the operation of Family Court Services;
- Maintain high level of quality of investigation and mediation services to the Court;
- Prepare and maintain budget information and keep financial records;
- Testify regarding evaluations and recommendations;
- Understand and apply laws, statutes, and Court rules pertinent to Family Court Services;
- Communicate effectively, both orally and in writing;
- Establish and maintain effective working relationships with superiors, subordinates, clients, and the public;
- Work closely and cooperatively with numerous county and state agencies.

MINIMUM QUALIFICATIONS:

Education:

A master's degree in psychology, social work, marriage, family and child counseling, or other behavioral science substantially related to marriage and family interpersonal relationships.

and

Three (3) or more years of experience in investigations, counseling or psychotherapy, or both, preferably in a setting related to the areas of responsibility of the Family Conciliation Court.

SPECIAL REQUIREMENTS:

- Possession of a valid California Class C drivers' license with an acceptable driving record;
- Preferred possession of a license issued by the State of California as a Clinical Social Worker (LCSW), Marriage, Family and Child Therapist (LFMT) or Clinical Psychologist and completion of Domestic Violence training program in accordance with Section 1816 of the Family Code.

PHYSICAL DEMANDS:

- While performing the duties of this job, the employee is regularly required to stand and sit for long periods of time;
- Speaking and hearing are needed to communicate in person and on the telephone;
- Strength, dexterity, coordination, and vision to use a keyboard and computer terminal for long periods of time;
- Dexterity and coordination to handle files and single pieces of paper;
- Occasional lifting of objects weighing up to 25 pounds such as files, stacks of papers, reference, and other materials;
- Moving from place to place within an office; some reaching for items above and below desk level;
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORKING CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. It is generally a clean work environment with limited exposure to conditions such as dust, fumes, or odors. A computer terminal is used on a daily basis. The employee must be able to handle multiple tasks with shifting priorities and with occasional interruptions of planned work activities from telephone calls, office visitors, and response to unplanned events. There may be periodic contact with angry and upset individuals in volatile situations. There may be irregular work hours including meetings and work outside the normal business day, such as occasional evening and weekend work, as well as occasional overnight travel to attend training, meetings, and conferences.

SALARY AND BENEFITS PACKAGE:

Salary:

Salary range consists of 5 steps with approximately a 5% difference between each step. Incumbents advance through steps based upon a review date one (1) year following the appointment date.

Benefits:

- Sick Leave – 12 days annually (may carry over accrued sick leave from one calendar year to the next);
- Vacation – 0-4 years=12 days; 5-10 years=18 days; 11-20 years=21 days; 21+ years=22.5 days per year;
- Management Leave – 40 hours management leave per fiscal year.
- Holidays – 14 paid holidays plus 1 year end floating holiday. All non-probationary employees shall accrue an additional personal holiday on July 1st of every year. Effective July 1, 2021, all non-probationary employees shall accrue two additional personal “floating” holidays. The two additional personal holidays will sunset on September 30, 2023. The two additional holidays must be used prior to the end of each fiscal year, or they expire.
- Health Insurance – The Court contributes 80% of the average premium toward health, dental, and vision insurance plus an additional \$100.00 per month (the additional \$100.00 is only through September 30, 2023). Employee share of cost for medical/dental/vision benefits is currently \$88.96 for the EPO coverage with an estimated 10% increase on January 1, 2023. Term& Basic Life Benefit through our County benefit plan is \$20,000/\$40,000 (AD&D) at a cost to the employee of \$1.12 per month. The Court pays \$225 per month to employees who choose not to participate in the group insurance plan;
- Employee Assistance Program;
- Flexible Spending Account – Available for medical and dependent care expenses.
- Retirement Plan-Employees are enrolled in the California Public Employees’ Retirement System (PERS) which is integrated with Social Security. Employees hired on or after January 1, 2013, shall pay at least 50% of normal costs of benefits. Retirement is 2% at 62. Employees hired before January 1, 2013, currently enrolled in PERS or the County Employees’ Retirement Law of 1937 (the ‘37 Act) may be eligible to establish reciprocity. The employee’s current contribution is 7%.

APPLICATION AND SELECTION PROCEDURES: The Superior Court of California, County of Tehama has an employment opportunity for a Director of Family Court Services. **All** applicants must submit a completed Superior Court of California, County of Tehama employment application, resume, and cover letter, which clearly demonstrates their qualifications for this position. **Incomplete application packets will not be accepted for consideration.** Application and materials may be submitted by mail or personal delivery no later than **12:00 pm on April 20, 2023.** No postmarks accepted.

The court application can be downloaded from the Tehama Superior Court Website at <http://www.tehamacourt.ca.gov>.

Address:

**Tehama Superior Court
Attn: Michelle Rotherham ACEO/HR Manager
1740 Walnut St.
Red Bluff, CA 96080 Telephone: 530-529-6101 Fax: 530-527-4974**

Applications will be reviewed for minimum requirements as listed in the job description. All questions on the application must be completed in sufficient detail to permit comprehensive review. It is important that your application show all the relevant experience and education you possess. The application will go through a screening process and only the most qualified will be selected to proceed to the examination process. The application is the first step in the examination process. The information that you furnish will be used to determine your qualifications. List all relevant jobs regardless of duration, including P/T and military service. Include a complete list of work experience, which relates to the specific Minimum Qualification requirements. Applicants must meet all of the qualifications for the classification by the final filing date. Please note not all applicants will receive an interview. Those applicants selected by the panel will be invited to an interview.

EQUAL OPPORTUNITY EMPLOYER

Tehama Superior Court is committed to the principle of equal employment opportunity to all persons with respect to hiring practices, compensation, benefits, promotional opportunities, and other terms and conditions of employment regardless of race, color, national origin, ancestry, religion, sex, sexual orientation, physical or mental disability, medical condition, age, veteran status, marital status, or political affiliation, or any other factor protected by applicable federal and state laws. If you require accommodations in the application or interview process, contact Human Resources at the number listed above before the deadline posted on the job announcement.

Policy of Nondiscrimination

Superior Court of California, County of Tehama does not discriminate on the basis of mental or physical disability in the admission or access to, or treatment or employment in, its programs or activities. Special interview arrangements may be made to accommodate disabilities or religious convictions. Contact the Court Administrative office at (530) 527-3484 well in advance of the exam/interview for assistance. The Superior Court of California, County of Tehama encourages applications from all persons regardless of their race, color, sex, sexual orientation, religion, religious creed, age, national origin, ancestry, physical or mental disability, medical conditions or marital status. Disabled persons are encouraged to apply for all positions with the Tehama Superior Court. Reasonable accommodations may be made in the testing procedure as well as the work site.