



## **Yakima County Human Resources**

**Classification: Legal Investigator**

**Job Req. ID: R1576**

**Department: Superior Court**

**Hours/Week: 40**

**Union: N/A**

**Pay Range: Pay Range: \$30.10 - \$38.78 per hour (C41 Step 1-13)**

**Hiring Range: Hiring Range: \$30.10 - \$31.94 per hour (C41 Step 1-4 DOQ)**

**Open Date: 05/05/2023**

**Close Date: 05/22/2023**

### **Overview:**

There is one Legal Investigator opening with the Yakima County Superior Court Department. This position conducts neutral & impartial investigations through interviews with case participants; reports findings to the Court; prepares recommendations based on investigation and testifies in court as a court appointed Investigator.

***This recruitment may be used to fill future vacancies that occur within 90 days of the closing of this position.*** (This excludes Yakima County Sheriff's Office and Department of Corrections)

### **Benefits included in position:**

Health Care Benefits (*Medical, Dental, Vision, Basic Life and Basic LTD*)

Retirement Benefits

Paid Vacation

Paid Holidays

Paid Sick Leave

### **Responsibilities:**

Develops, coordinates & implements services of the Family Court Investigator Program. Serves as Family Court Investigator for cases in which custody & other issues are appropriate.

Conducts neutral & impartial investigations through interviews with case parties by court order. Conducts individual interviews, parent-child observation interviews and other collateral interviews relating to the specific case as needed.

Gathers collateral information to support case investigation from resources available. Contacts and interviews outside resources either in person or by telephone to assist with information gathering for case investigation. Secures participant authorizations and releases to enable confidential information processing.

Evaluates the need for additional referrals of case parties, such as the appointment of a professional guardian ad litem, counseling, psychological evaluations, drug/alcohol evaluations and any other referrals that may be indicated to support recommendations the Court will utilize to make a sound decision for residential placement of children. Prepares written reports for the Court and makes recommendations for child placement to the Court based on results of the investigation.

Serves as a witness when subpoenaed to Court. Testifies as a case witness when called upon regarding both investigations conducted & reports prepared with or without a subpoena.

Develops and maintains working relationships with community, regional, State & other contacts including police and CPS; visits key judicial & other officials and prepares correspondence. Updates information and forms related to Family Court. May speak to community organizations. Reviews pending legislative issues that would impact the Family Court program & decides how to relate such information to the Superior Court bench.

Other duties required.

**Education & Experience:**

Bachelor's Degree in Sociology, Counseling, Social Services, Psychology, Business /Administrative Management combined with Social Service field experience, or Juvenile Justice/Probation **OR** any combination of experience or training which provides the knowledge, skills and abilities sufficient to successfully perform the essential duties of the job.

**Required:**

- WA State Driver's license and proof of insurance.
- Successful completion of a criminal background investigation and general employment verification.

**Preferred:**

- Bilingual in Spanish/English,
- Master's Degree in Social Work

**Equipment Used:** computer, telephone, scanner, fax, copy machine, and other general office equipment.

**Working Conditions:** This position is rated as Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Environment: may be required to work outside of standard business hours and alternate work locations, and some travel.

Physical Demands: bending, carrying, lifting, pulling, pushing, reaching, sitting, standing, fingering, balancing, climbing, crawling, crouching, kneeling, hearing, talking, and visual acuity.

**Knowledge:**

- investigative and Interviewing theories, practices, techniques & principles;
- Family/Child dynamics & Child/Adolescent Psychology;
- conflict Resolution;
- Child Development and parenting techniques;
- Domestic Violence training;
- Substance Abuse training;
- changing trends in the field of child welfare;
- the dynamics of Child abuse and Neglect;
- basic concepts related to court procedures & legal processes regarding child placement & Family Court;
- basic concepts related to policies & procedures of the Department of Social & Health Services;

- case evaluation techniques applicable to social service referrals;
- investigation and interview techniques-for children;
- Trauma Informed Care-ACEs;
- customer Service techniques; and,
- group presentation techniques.

**Skills (and abilities):**

- operation of basic office equipment including a computer (to include software applications such as Word, Excel and Outlook);
- ability to plan, organize and evaluate program operations;
- applying practices & principles to effectively coordinate multiple tasks & activities;
- investigation & interview techniques;
- ability to communicate effectively with a wide variety of individuals without regard to race, religion, ethnic heritage, gender, gender identity, sexual orientation, or age;
- ability to foster friendly, supportive, and effective working relationships between court staff and constituents;
- formulating sound conclusions & conveying recommendations;
- performing legal research;
- report writing & case management techniques; and,
- establishing and maintaining effective interpersonal relationships with all parties involved in Family Court

**“AN EQUAL OPPORTUNITY EMPLOYER”**

**Minorities, Females, Protected Veterans and the Disabled are encouraged to apply.**

Yakima County ensures equal employment opportunities regardless of a person’s age, color, creed, sensory, mental or physical disability, genetic information, marital status, national origin, political belief, race, religion, sex, sexual orientation, and military status, or any other protected status under federal or state statute.

**PAY TRANSPARENCY NONDISCRIMINATION PROVISION**

The contractor will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor’s legal duty to furnish the information.

Disabled applicants may request accommodation to participate in the job application and/or selection process for employment. Please contact Human Resources for further information.

**Yakima County is a qualified Public Service entity for the Public Service Loan Forgiveness Program. For more information, go to <https://studentaid.gov/manage-loans/forgiveness-cancellation/public-service> or contact your federal loan servicer.**

**In compliance with the Immigration Reform and Control Act of 1986, Yakima County will hire only United States citizens and aliens lawfully authorized to work in the United States.**

**Yakima County is an E-Verify Employer.**

**For questions relating to this job posting, you may contact Human Resources for Yakima County here:**  
**<https://www.yakimacounty.us/808/Human-Resources>**

**Link to job posting may be found here:**  
**<https://www.yakimacounty.us/2109/Executive-Job-Postings>**  
**<https://yakimacounty.wd5.myworkdayjobs.com/YakimaCountyWA>**