

**THE COUNTY OF YAKIMA  
is now accepting applications for  
the position of**

**SUPERIOR COURT  
PROGRAM COORDINATOR - FAMILY COURT INVESTIGATOR**

**Salary: \$4,289.00 per month (8.0 hr/day)**

**Opening:** There is one Program Coordinator position available in the Yakima County Superior Court. *This recruitment may be used for vacancies that may occur within 90 days of the closing date.*

**Position Summary:** This position conducts neutral and impartial investigations through interviews with case participants and reports the findings to the Court. The incumbent prepares recommendations based on investigations and testifies in court as court appointed Investigator.

**Selection Procedure:** Applications will be accepted until 4:00 p.m., Thursday, August 20, 2015. Applications will be evaluated on the basis of past experience and training. Those rating the highest on the minimum qualifications screening will be scheduled for a personal interview. Applicants claiming veteran's preference eligibility will be required to complete the Application for Veterans' Preference Form.

**Essential Job Functions:**

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

Conducts neutral and 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 and reports prepared with or without a subpoena.

Develops and maintains working relationships with community, regional, State and other contacts including police and CPS; visits key judicial and 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 & decide how to relate such information to the Superior Court bench. Other duties as assigned.

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

**Working Conditions/Physical Requirements:** Duties are performed in an office setting. Requires seeing, speaking, hearing, walking, bending, climbing, standing, mobility, repetitive motions, lifting and sitting; use of hands to finger, handle or feel. Ability to reach with hands and arms. Occasionally required to climb, balance, stoop, kneel, crouch or crawl. **Rated as Sedentary Work:** 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.

**Minimum Qualifications:**

**Knowledge of:** (Upon entry)

- Investigative and Interviewing theories, practices, techniques & principles;
- Family/Child dynamics & Child/Adolescent Psychology;
- 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;
- Customer Service techniques; and
- Group presentation techniques.

**Skills (and abilities) in:** (Upon entry)

- Operation of basic office equipment including a computer (to include software applications such as Word, Excel and Outlook)
- Organizational applying practices & principles to effectively coordinate multiple tasks & activities;
- Basic investigation & interview techniques;
- Formulating sound conclusions & conveying recommendations;
- Communicating effectively, both orally and in writing, with individuals or groups of various ages & diverse cultural backgrounds;
- Performing legal research;
- Report writing & case management techniques; and
- Establishing and maintaining effective interpersonal relationships with all parties involved in Family Court.

**Experience and Training:** The *Minimum* required formal education needed to start performing work in this position is a **Bachelor's degree in** Sociology, Psychology, Law & Justice or related field; plus 2 years of progressively responsible social science or juvenile justice direct service, or an equivalent combination of education and experience that 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, if required.  
Successful completion of a background investigation.

**Preferred:** Bilingual in Spanish/English, Master's Degree in Social Work.

**For further information and application forms, contact:**

**HUMAN RESOURCES DEPARTMENT**

**128 N. 2<sup>nd</sup> Street, Room B27**

**YAKIMA WA 98901**

[www.co.yakima.wa.us](http://www.co.yakima.wa.us)

**“AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER”**

Yakima County ensures equal employment opportunities regardless of a person's sex, race, national origin, religion, age, disability, marital status, creed, political belief, sexual orientation, veteran's status, or any other protected status under federal or state statute. Disabled applicants may request accommodation to participate in the job application and/or selection process for employment. Please contact Human Resources for further information. If you are interested in the status of this position after closing, please see "Status of Openings" under the Job Opportunities tab on the Human Resources web page at [www.co.yakima.wa.us](http://www.co.yakima.wa.us). **This will be the only method of status notification for this position.** 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.** Accommodation to participate in the job application and/or selection process for employment will be made upon request. Please contact Human Resources for further information.

**Position: 1019118      Posting: 1034683**