



## CLASS SPECIFICATION

Class Code: 15250  
Date Est: 10/2004  
Last Rev:  
Last Title Chg:  
FLSA: Non-Exempt

### FAMILY COURT INVESTIGATIVE SPECIALIST

#### **DEFINITION**

Under general supervision, provides support services to clients in the office, institutions, at court or in the field; performs investigative and support services casework in the Public Defender's Office; and performs related work as required.

#### **EXPERIENCE AND TRAINING REQUIREMENTS**

Bachelor's degree from an accredited college or university with major course work in Criminal Justice, Social Work, Psychology, or a related field and one year experience interviewing people, assessing information, and extracting records and documentation; OR an equivalent combination of training and experience.

#### **LICENSE OR CERTIFICATE**

A valid driver's license is required at the time of appointment.

#### **SUPERVISION EXERCISED**

Exercises no supervision.

#### **EXAMPLES OF DUTIES** *(The following is used as a partial description and is not restrictive as to duties required.)*

Arrange mental health and substance abuse evaluations and determine which substance abuse and mental health treatment options are appropriate for each individual client.

Engage clients in support services to assist them in reunifying with their children.

Attend staff meetings; participate in training programs; maintain flexible work schedule.

Respond to inquiries, provide program and regulation information, and explain the reporting and investigation process; interpret rules, regulations, and policies for clients, other agencies and the general public.

Testify in court regarding actions, involvement, observations, and information obtained, as it relates to assigned investigations.

Conduct home visits, attend meetings with social workers and counselors, arrange visitation with children, access community resources, and services for parents and children.

Conduct in-depth interviews with clients, family members, caregivers, etc.; collect socio-economic information; assess needs and develop and implement a basic service plans to assist with meeting the needs of clients; prepare case reports, document information and maintain accurate case records; review case files for proper documentation and consultation with assigned attorneys.

Collaborate with other professionals and community service providers to meet client's needs.

Assess risk factors and safety of children throughout the life of the case.

Compile information and compose reports for court testimony with assigned attorneys.

Ensure that assigned personnel perform duties and responsibilities in a safe and prudent manner that does not expose them or others to unnecessary harm or risk of on-the-job injury.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Full Performance** *(These may be acquired on the job and are needed to perform the work assigned.)*

### **Knowledge of:**

Department and divisional policies, practices, and procedures.

Methods and techniques of investigation and case management related to the assigned area.

Counseling methods and practices.

Computer software specific to the department/division.

Community organizations and utilization of public and private community resources.

Federal, state and local laws, statutes, codes, regulations and standards applicable to the area of assignment, including criminal, investigative and trial procedures operating within Washoe County.

Terms and acronyms commonly used in the assigned function.

### **Ability to:**

Apply casework methods and procedures.

Prepare case documentation.

Testify in court proceedings.

Write court and department reports.

Plan and organize work to meet schedules and timelines.

Perform crisis intervention with families and handle difficult situations and clients.

**Entry Level** *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

### **Knowledge of:**

Basic dynamics of human behavior.

Modern social work principles, procedures, and practices including casework objectives and practices.

Socio-economic conditions, trends and factors, which promote stable family life.

Principles and techniques used in dealing with the public.

Principles and procedures of record keeping and reporting.

Modern office methods, procedures, and equipment including computer software and applications.

General principles of public assistance programs.

Principles and techniques of interviewing.

**Ability to:**

Skillfully interview people and deal with hostile, aggressive, and abusive clients.

Learn, interpret, apply, explain, and ensure compliance with the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.

Interact effectively and sensitively with individuals from diverse backgrounds.

Provide assistance to families and handle difficult situations with clients.

Collect, compile, and analyze information and data and arrive at logical conclusions.

Apply interviewing and investigative techniques.

Coordinate resources and services for clients.

Write comprehensive, detailed narrative reports.

Prepare and maintain accurate and complete records and documents.

Maintain confidentiality of sensitive information.

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.

**SPECIAL REQUIREMENTS**

*Essential duties require the following physical skills and work environment.*

Ability to sit for extended periods. Ability to lift and move objects weighing up to 25 lbs. Ability to use office equipment including computers, copiers, telephone, and FAX machine. Ability to drive a car. Work is usually performed in an office environment; but may also require frequent travel to private homes, court, hospital, and clinics. Crisis intervention may require the incumbent to encounter potentially hostile or combative situations.

*This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.*