

## CLASS SPECIFICATION

Class Code: 17702  
Date Est: 07/2014  
Last Rev:  
Last Title Chg:  
FLSA: Non-exempt  
Probation: 12 months



### FAMILY COURT INVESTIGATIVE SPECIALIST II

#### **DEFINITION**

Under direction, provides critical investigative and social work support to the attorneys practicing in the Public Defender's Office to enhance and contribute to the delivery of holistic, client-centered legal representation; provides oversight for the social work internship program; and performs related work as required.

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

A master's degree from an accredited college or university in social work, a license to practice social work in the State of Nevada AND one year of full-time experience interviewing people, assessing client social service needs, arranging appropriate care, retrieving information from government agencies and private vendors, and communicating with populations suffering from mental illness, drug addiction or other traumatic situations.

#### **LICENSE OR CERTIFICATE**

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

Must meet the requirements for Field Instructor for the University of Nevada, Reno - School of Social Work, within six months from date of appointment.

#### **DISTINGUISHING CHARACTERISTICS**

This is the most advanced level class in the Family Court Investigative Specialist series; incumbents perform with the highest degree of independence. This class is distinguished from the Family Court Investigative Specialist by its responsibility for the oversight of the student interns within the social work internship program.

#### **SUPERVISION EXERCISED**

Exercises no direct supervision, but is responsible for direction and oversight of all social work interns.

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

Plan and coordinate the components and services of the social work internship program, including daily supervision, mentoring and training in case management practices.

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.

Compile information and compose reports for court testimony with assigned attorneys; may testify in court regarding actions, involvement, observations, and information obtained related 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.

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

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

## **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 that are accurate and grammatically correct.

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.

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.

Coordinate resources and services for clients.

Write comprehensive, detailed narrative reports.

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. 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.*