



**SUPERIOR COURT OF CALIFORNIA
COUNTY OF EL DORADO**

Invites Applications for the Position of

**Child Custody Recommending Counselor
Full-Time - Exempt
Placerville (Unrepresented)**

Monthly Salary: \$6,184.53 to \$7,517.47

Final Filing Date: Open Until Filled

First Review Date (submit application by): May 5, 2022 at 11:59 p.m.

DEFINITION

Under general direction, the Child Custody Recommending Counselor supports the Court process by performing child recommending counseling services designed to resolve disputes regarding contested child custody and visitation matters, and in the absence of an agreement makes written recommendations to the Court and parties regarding the child/children's best interests on the unresolved custody and visitation issues. This position is subject to the provisions of the Trial Court Employment Protection and Governance Act.

DISTINGUISHING CHARACTERISTICS

This is a journey-level professional classification. Most duties and responsibilities are performed within established policies, procedures, standards, rules and laws. However, incumbents must often work independently and make decisions in the absence of easily applied rules. This class typically reports to the Supervising Child Custody Recommending Counselor class.

This class is distinguished from the higher-level Supervising Child Custody Recommending Counselor class in that the latter has full supervisory authority for a group of assigned staff and the preponderant duties involve supervisory work and/or may require extensive knowledge to perform more difficult, complex and specialized duties.

ESSENTIAL FUNCTIONS AND DUTIES

The Court reserves the right to assign or reassign duties as required to achieve business and operational objectives. When assigned, all of the essential functions and duties listed below must be accomplished effectively, are standard, and may not be inclusive of all functions and duties that may be assigned. Essential functions and duties may include, but are not limited to those listed below.

- Reviews Court case information prioritizes assigned cases; meets with parties to explain mediation process and explore child custody and visitation options with the parties; encourages parental involvement in the mediation process; contacts collateral contacts to obtain and/or verify information pertinent to child custody and visitation issues; responds to inquiries from customers, parents, minors counsel, community agencies and others.

- Conducts confidential mediation of assigned cases to facilitate development of a child custody and visitation plan agreement between the parties involved; facilitates and encourages negotiations between parties during the mediation process; works together with the parties and other agencies to ensure the best interests of the child are being met; when an agreement (stipulation) between the parties cannot be reached in mediation, develops and submits a recommended child custody and visitation plan to the Court.
- Works with various parties and agencies such as the Department of Social Services, Child Protective Services, parents, children, therapists and minors counsel.
- During the mediation process, observes and assesses risk factors, including domestic violence, substance abuse, child abuse issues and potential for danger to self and others and takes appropriate action to ensure the safety and best interest of the child; reports suspected child abuse and neglect allegations to appropriate authorities in accordance with statutory requirements; when intensive or continued counseling is appropriate, that information is included in the Court recommendation; completes required reports and contacts pertinent agencies to obtain collateral information as appropriate, including but not limited to, Child Protective Services, mental health agencies, substance abuse treatment providers, school personnel, supervised visitation monitors and law enforcement personnel as necessary and required by law.
- Provides expert professional assistance, guidance and support to customers, the Court and the public; handles and responds to numerous daily inquiries from customers, parents, community agencies and others; keeps abreast of current developments in family law, juvenile, social service policies and regulations, clinical studies and other trends and information pertaining to child development, family dynamics, mental health, healthy partner relationships, mediation and alternative dispute resolution.
- Performs responsible and specialized administrative duties related to areas of responsibility, such as: accessing and reviewing case information within the database; maintaining daily case-related statistical data and collateral contact information as requested; providing testimony when subpoenaed by parties or their counsel; as required or as requested, completes other assigned Court-related written reports and recommendations for the Court and for the attorneys of records.
- Participates in research applicable to areas of responsibility; participates in state and regional training institutes and training sessions, including domestic violence and mediation training to meet continuing educational requirements for Child Custody Recommending Counselors as set for in California Rules of Court, rule 5.210.
- Participates in case consultation meetings, staff meetings and provides regular status reports on workload.
- Communicates clearly, concisely and effectively orally and in writing; exercises tact, objectivity, sensitivity, discretion, courtesy and judgment in handling highly emotional issues and situations with a variety of people from diverse, socio-economic and cultural backgrounds.
- Establishes and maintains effective working relationships with judicial officers, other staff, members of the public, the parties and others encountered during the course of work.
- Travel between Court facilities located throughout the County, as necessary to carry-out duties.
- Performs other duties as assigned.

EMPLOYMENT STANDARDS

Minimum Qualifications

As stated in California Family Code sections 1815, 1816 and 3164, incumbents in this classification must possess the following qualifications:

Education: A master's degree from an accredited college, university or program in social work; psychology; marriage, family and child counseling; or other behavioral science substantially related to marriage and family interpersonal relationships.

AND

Experience: Two (2) years of experience in counseling or psychotherapy, or both, preferably in a setting related to the areas of responsibility of the family conciliation court and with the ethnic population to be served.

Desirable Qualifications

Current State of California license as a Clinical Social Worker (LCSW); Marriage, Family and Child Counselor or Therapist (MFCC or LMFT); Licensed Professional Counselor (LPC); or Clinical Psychologist.

Knowledge and Abilities

Knowledge of:

- Principles, methods and techniques of interviewing adults and children, conflict resolution, case management, crisis intervention, mediation and risk assessment.
- Resources in the community that clients can be referred to for assistance.
- Adult psychopathy 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.
- Training in domestic violence issues as described in California Family Code section 1816.
- Socio-economic and cultural diversity issues.
- Legal terminology, Court operations and courtroom procedures, etiquette and conventions.
- Correct English use, punctuation, spelling and grammar.
- Personal computers and word processing software.

Ability to:

- Obtain, interpret and evaluation information regarding family behavior from various sources and make recommendations.
- Mediate and facilitate the development of agreements and parenting plans.
- Communicate emphatically, neutrally and clearly with clients under stressful situations.
- Use communication, listening and problem-solving skills to assist culturally diverse parties in accepting or finding solutions.
- Recognize dysfunctional interaction patterns.
- Prepare clear and concise written reports for use in litigation.
- Establish and maintain effective working relationship with all those encountered in the course of work.
- Determine pertinent aspects of cases and recommend useful interventions.
- Maintain flexibility in managing an unpredictable workday.
- Meet established deadlines in a timely manner.

- Evaluate alternatives and recommendations in the absence of easily applied rules.
- Protect clients' rights.
- Maintain confidentiality of Court proceedings, documents and records and keep accurate records.
- Research, understand, interpret, explain and apply applicable policies, procedures, guides, rules and statutes.
- Exercise sound judgement in making recommendations to parties of the Court.
- Operate modern office equipment and personal computers and use specified computer applications and databases.
- Use tact and diplomacy when dealing with sensitive, complex and/or confidential issues and situations.

Other Requirements

- Possession of a valid driver's license may be required depending on the position or the ability to provide alternate methods of transportation that meets job requirements.
- Candidates are required to pass a fingerprint clearance by the Federal Bureau of Investigation (FBI) and Department of Justice (DOJ). Convictions, depending on the type, number and date, may be disqualifying.
- All Court employees must take the Oath of Allegiance.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met by an incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Requirements: Strength, dexterity, coordination and vision to use a keyboard and monitor; hearing to communicate with the public and Court staff; ability to sit for extended periods of time; walk or otherwise move within the Court facilities; reach with hands and arms; vision to read and write material; sufficient strength to lift, carry, push or pull materials weighing up to 25 pounds; lifting position may be from floor to waist, and/or from the waist to an overhead position; to stoop, kneel, squat and crouch to pick-up or move objects, office equipment and records; speak clearly on the telephone and before groups.

Working Environment: Work is performed in an office environment with little exposure to outside temperatures or dirt and dust. The incumbent's working conditions are typically quiet but may be loud at times at some locations. The noise level and traffic level in the work environment are similar to a busy office.

Normal business hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. Work outside of these hours may be necessary in certain circumstances. This position is exempt from the provisions of the Fair Labor Standards Act and is not eligible for overtime.

NOTE: The statements herein are intended to describe the general nature and level of work being performed by individuals assigned to this job classification and are not construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

BENEFITS

- **Vacation:** Accruals start at ten (10) days per year for full-time employees (increases with years of service).
- **Holidays:** Ten (10) paid holidays plus four (4) floating holidays for full-time employees.
- **Sick Leave:** Twelve (12) days per year for full-time employees.
- **Special Leave:** Seven (7) paid leave days per year for full-time employees.
- **Health Benefits:** Medical, dental and vision insurance coverage is offered to employees and their eligible dependents, with a significant portion of the health benefit contributions paid by the Court.
- **Retirement:** CalPERS retirement is the benefit offered by the County CalPERS program in effect at the date of hire. The Court does not contribute to Social Security.
- **Life and Accidental Death and Dismemberment (AD&D) Insurance:** The Court provides basic employee life and AD&D insurance. Employees may elect to purchase supplemental life or AD&D insurance subject to the provisions of the respective insurance plan.
- **Long-Term Disability (LTD) Insurance:** The Court provides and pays for LTD insurance subject to the provisions of the respective insurance plan.
- **Flexible Spending Account:** The ability to deduct a portion of your salary before taxes to apply towards qualified medical expenses and/or childcare expenses.
- **Employee Assistance Program:** Employees may use this program for up to six (6) visits per year at no cost to the employee. Services are completely confidential.
- **Deferred Compensation:** The Court offers two (2) deferred compensation plans for employees who wish to participate through payroll deduction.
- **Pet Healthcare Program:** Voluntary employee-paid benefit.

RECRUITMENT AND APPLICATION PROCESS

Applicants must submit a completed application packet that includes a Court application, resume and responses to the supplemental question contained in this job announcement. Applicants may email the application packet to hr@eldoradocourt.org. The application packet may also be delivered between the hours of 8:00 a.m. and 4:00 p.m. from Monday – Friday or mailed to:

**Superior Court of California
County of El Dorado
Attn: Human Resources Dept.
2850 Fairlane Court, Ste 110
Placerville, CA 95667**

- Application packets must be received by the filing deadline.
- Application packets will not be accepted at any other Court location.
- Faxed application packets are **not** acceptable.
- Resume **may not** be substituted for any portion of the application.
- It is **not** acceptable to complete the application or the supplemental question with statements such as “see/refer to resume” or “see attached.”
- Incomplete application packets will not be processed.
- All materials submitted become the property of the Court and will not be returned.

If you require a reasonable accommodation for any part of the application and hiring process, please contact Human Resources at (530) 621-7427.

The Superior Court of California, County of El Dorado is an Equal Opportunity Employer.

www.eldorado.courts.ca.gov

Supplemental Question
Child Custody Recommending Counselor

To better assess the qualifications of each applicant, completion of the below supplemental question is required. Please take the time to provide a thoughtful and thorough response. All work experience that is described or included in your response must be included in the "Work Experience" section of your application. Do not refer to a resume or other document.

1. Tell us what makes you an outstanding candidate for this position; include specific examples of related experience as well as personal characteristics.



**SUPERIOR COURT OF CALIFORNIA
COUNTY OF EL DORADO
HUMAN RESOURCES DEPARTMENT
APPLICATION FOR EMPLOYMENT**

2850 FAIRLANE COURT, STE 110, PLACERVILLE, CALIFORNIA 95667
TELEPHONE: 530-621-7427
www.eldoradocourt.org

FOR PERSONNEL USE ONLY
 Accepted
 Rejected
 Experience
 Education
 Late
 Other
 DATE: _____

Please TYPE or PRINT in dark ink. An application completed in insufficient detail, without signature, or in pencil will constitute failure of the initial step of the examination process and the application will be rejected.

IMPORTANT: YOU WILL BE NOTIFIED BY MAIL OF YOUR STATUS. THE SUPERIOR COURT OF CALIFORNIA, COUNTY OF EL DORADO IS AN EQUAL OPPORTUNITY EMPLOYER. WOMEN, MINORITIES, AND THE DISABLED ARE ENCOURAGED TO APPLY. IF YOU NEED ACCOMMODATION IN THE EXAMINATION/INTERVIEW PROCESS, PLEASE CONTACT COURT ADMINISTRATION AT LEAST FIVE (5) WORKING DAYS BEFORE A SCHEDULED EXAMINATION/INTERVIEW.

1. **EXACT TITLE OF POSITION FOR WHICH YOU ARE APPLYING:**

2. NAME-FIRST: _____ MIDDLE: _____ LAST: _____

3. MAILING ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

4. HOME PHONE: () _____ BUSINESS PHONE: () _____ EMAIL ADDRESS: _____

Answer by checking the appropriate box: YES NO

5. Can you, after an offer of employment, submit verification of the legal right to work in the U.S.? (U.S. regulations require all employees hired after 11/06/86 to provide proof of legal status to be employed in the U.S.)

6. Do you object to the Court making inquiry of your present employer?

7. Have you ever been discharged from a position or terminated during a probationary period for unsatisfactory service, or have you ever resigned upon request to avoid discharge? If yes, give name and address of employer, date of discharge or forced resignation, and the reason in Item No. 15.

8. Have you ever been employed by the Superior Court of California, County of El Dorado? If Yes, give details in Item No. 15

9. Do you have a valid driver's license to operate a motor vehicle? If YES, complete the following:
 State: _____ Type of License _____ Lic. No. _____ Expiration Date _____

10. Do you have any relations by blood or marriage employed by the Superior Court of California, County of El Dorado? (Court policy prohibits nepotism.) If YES, give name(s) and relation in Item No. 15.

11. Have you ever been convicted of an offense against the law including misdemeanor offenses such as DUI, reckless driving, etc. or forfeited collateral? You may omit: (1) Minor traffic violations and (2) any offense committed before your 18th birthday. If YES, give details in Item No. 15.

12. Please check the type of employment you are willing to accept: FULL-TIME PART-TIME TEMPORARY

13. Please check the location of the position you are applying for: SOUTH LAKE TAHOE PLACERVILLE CAMERON PARK

14. In addition to English, I can: speak read write fluently _____
 Applicant may be tested to validate language skills. (enter language)

15. SPACE IS PROVIDED FOR AN EXPLANATION, IF NECESSARY, FOR ITEMS 7, 8, 10, 11 OR TO LIST ANY SPECIAL SKILLS.

INSUFFICIENTLY COMPLETED APPLICATIONS WILL BE REJECTED

TURN OVER APPLICATION AND FILL OUT *BEFORE* SIGNING BELOW

16. **CERTIFICATE OF APPLICANT:** Recheck the Application to be sure it is complete and read the following carefully before signing. Applicant must sign personally. I hereby certify that all statements made in this application are true and I agree and understand that any misstatement or omission of material facts herein may cause forfeiture on my part to any employment or payment as an employee in the service of the Superior Court of California, County of El Dorado. I further agree to be fingerprinted, and upon employment, to furnish such proof of age as may be required. I hereby authorize representatives of the Superior Court of California, County of El Dorado to contact (except as noted in #6) organizations, employers, schools and individuals listed for the purpose of establishing or verifying my qualifications, work history and work habits in connection with this application for Superior Court employment. I understand and acknowledge that such information will be used confidentially and for purposes of employment decisions only. I authorize the individuals or organizations contacted to release the above information to the Superior Court of California, County of El Dorado.

Signature _____ **Date** _____

INSUFFICIENTLY COMPLETED APPLICATIONS WILL BE REJECTED

(i.e. "See attached resume" is unacceptable)

PLEASE READ THE MINIMUM QUALIFICATIONS SECTION OF THE JOB BULLETIN BEFORE FILLING OUT THIS SIDE

17. EDUCATION AND EXPERIENCE

A. Do you possess a High School Diploma or G.E.D.? Yes No

B. NAME AND LOCATION OF COLLEGE OR UNIVERSITY	COURSE OF STUDY	SEMESTER UNITS	QUARTER UNITS	DEGREE	DATE COMPLETED

C. BUSINESS, CORRESPONDENCE, TRADE, OR SERVICE SCHOOLS: _____ COURSE OF STUDY: _____

18. CERTIFICATES, LICENSES, OR PROFESSIONAL REGISTRATION WHICH APPLY TO THIS POSITION:
 DATE ISSUED _____ TYPE OF LICENSE & REGISTRATION NO. _____
 DATE ISSUED _____ TYPE OF LICENSE & REGISTRATION NO. _____

19. IF THIS POSITION REQUIRES COMPUTER, TYPING, AND/OR SHORTHAND SKILLS, PLEASE INDICATE: YES NO
 Computer
 Typing _____ WPM
 Steno _____ WPM

20. EXPERIENCE: Begin with your most recent experience. List ALL experience in the last ten years, including U.S. Military Service. Give details of the experience which you believe helps you meet the requirements of the position for which you are applying. Show actual time (number hours/days, number of hours/weeks) spent in such experience. If "volunteer," state in the space following salary. Resumes are encouraged, BUT WILL NOT BE ACCEPTED IN LIEU OF ANY PORTION OF THE STANDARD SUPERIOR COURT OF CALIFORNIA, COUNTY OF EL DORADO APPLICATION. All materials submitted become the property of the Superior Court of California, County of El Dorado. You may attach additional sheets if necessary.

PERIOD OF EMPLOYMENT FROM: _____ TO: _____ TOTAL: _____YR. _____MO. <input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME If part time, give exact or average hours per week: _____	JOB TITLE AND MOST RELEVANT DUTIES PERFORMED TITLE: _____ NO. SUPERVISED _____ DUTIES: _____	NAME AND ADDRESS OF EMPLOYER (S) EMPLOYER: _____ ADDRESS: _____ IMMEDIATE SUPERVISOR: _____ PHONE NO. : _____ REASON FOR LEAVING: _____
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PERIOD OF EMPLOYMENT FROM: _____ TO: _____ TOTAL: _____YR. _____MO. <input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME If part time, give exact or average hours per week: _____	JOB TITLE AND MOST RELEVANT DUTIES PERFORMED TITLE: _____ NO. SUPERVISED _____ DUTIES: _____	NAME AND ADDRESS OF EMPLOYER (S) EMPLOYER: _____ ADDRESS: _____ IMMEDIATE SUPERVISOR: _____ PHONE NO. : _____ REASON FOR LEAVING: _____
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PERIOD OF EMPLOYMENT FROM: _____ TO: _____ TOTAL: _____YR. _____MO. <input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME If part time, give exact or average hours per week: _____	JOB TITLE AND MOST RELEVANT DUTIES PERFORMED TITLE: _____ NO. SUPERVISED _____ DUTIES: _____	NAME AND ADDRESS OF EMPLOYER (S) EMPLOYER: _____ ADDRESS: _____ IMMEDIATE SUPERVISOR: _____ PHONE NO. : _____ REASON FOR LEAVING: _____
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PERIOD OF EMPLOYMENT FROM: _____ TO: _____ TOTAL: _____YR. _____MO. <input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME If part time, give exact or average hours per week: _____	JOB TITLE AND MOST RELEVANT DUTIES PERFORMED TITLE: _____ NO. SUPERVISED _____ DUTIES: _____	NAME AND ADDRESS OF EMPLOYER (S) EMPLOYER: _____ ADDRESS: _____ IMMEDIATE SUPERVISOR: _____ PHONE NO. : _____ REASON FOR LEAVING: _____
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CONFIDENTIAL

Superior Court of California, County of El Dorado Affirmative Action Form

The Superior Court of California, County of El Dorado requests all persons to complete this portion of the application under the provisions of the Government Code Section 1233. This is not a part of the application and is removed before screening, it is used for AA/EEO purposes only. No individual personnel selections are made based on the information. Please answer the following questions to the best of your ability. Your cooperation is appreciated.

ETHNIC CATEGORY

1. WHITE (Not of Hispanic origin). All persons having origins in any of the original peoples of Europe, North Africa or the Middle East.
2. BLACK (Not of Hispanic origin). All persons having origins in any of the Black racial groups of Africa.
3. HISPANIC. All persons of Mexico, Puerto Rico, Cuba, Central or South America, or other Spanish culture or origin, regardless of race.
4. ASIAN or PACIFIC ISLANDER. All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.
5. AMERICAN INDIAN or ALASKAN NATIVE. All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

TITLE APPLIED FOR:	DATE:
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I LEARNED ABOUT THIS JOB OPENING THROUGH (check appropriate boxes):

- | | |
|---|---|
| <ol style="list-style-type: none"> 1. <input type="checkbox"/> A FRIEND OR RELATIVE 2. <input type="checkbox"/> A COURT EMPLOYEE 3. <input type="checkbox"/> COURT EMPLOYMENT ANNOUNCEMENT 4. <input type="checkbox"/> COURT ADMINISTRATION | <ol style="list-style-type: none"> 5. <input type="checkbox"/> JOB FAIR, AN ORGANIZATION, OR GROUP (Which?): _____ 6. <input type="checkbox"/> ADVERTISEMENT (Which paper or magazine?): _____ 7. <input type="checkbox"/> WEBSITE (Please specify site): _____ 8. <input type="checkbox"/> OTHER MEANS (Please specify): _____ |
|---|---|

GENDER: Male Female

AGE: Are you 40 years of age or older? YES NO