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# POSITION DESCRIPTION

## Butler County Common Pleas Court

### Probate Division

JOB TITLE:	COURT INVESTIGATOR
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<b>FLSA STATUS</b>	Non-Exempt	<b>REPORTS TO</b>	Chief Court Investigator
<b>EMPLOYMENT STATUS</b>	Full-time	<b>WORK SCHEDULE</b>	8:30 am – 4:30 pm
<b>CLASSIFICATION</b>	Unclassified	<b>DEPARTMENT</b>	Administration
<b>STARTING SALARY</b>	\$58,500.00		

The Butler County Probate Court's mission is to serve the citizens, legal community and each other with loyalty and respect by protecting the personal and/or financial interests of those who are developmentally disabled, incompetent, mentally ill, or minors; overseeing the transfer of wealth and the administration of estates so that legal effect is given to the wishes of the deceased; properly maintaining and preserving the court records for public access and issuing marriage licenses; adjudicating cases and controversies so that justice is administered with neutrality and impartiality, and disputes are resolved as efficiently as possible, while maintaining confidentiality when required; providing legal information to the public, and interpreting the laws of the State of Ohio in matters before the Court, so that public confidence in the Judicial System is promoted.

### **Nature of Work in this Position**

Conducts investigations and evaluations, and makes recommendations for guardianships and mental health issues concerning respondent's and ward's situations. Assists with service of notices and court hearings. Mediates settlements and provides brief counseling intervention to family differences on living situations, community assistance, communication and other issues. Assists with guardianship training and counseling pursuant to the Ohio Supreme Court Rule 66. Acts as the Court liaison between various community groups, individuals, and agencies.

### **Essential Functions**

**To perform this job successfully, an individual must be able to satisfactorily perform each essential duty listed below. Reasonable accommodations will be made for disabled persons, covered by the Americans with Disabilities Act, in accordance with its requirements.**

Conducts investigations and assesses situations to determine ward's best interest regarding living conditions and guardianships. Interviews parties and other significant family members. Observes parties and other significant members interactions and makes visits to the ward's home to assess the residence. Makes inquiries to community social services and other agencies. Formulates comprehensive reports with recommendations on guardianships and related matters for use by the court to determine the best interest of the wards. Testifies in court hearings as required to verify contents of report. Provides brief counseling intervention, referrals for counseling or other appropriate services to assist the parties and ward make adjustments to changing situations. Serves as advocate for ward's issues in conflicts. Composes letters and performs other administrative responsibilities to maintain records and documentation. Provides liaison services between the Court, community agencies, and the legal community. Provides effective service delivery to wards and their families, and coordinates service with collaborative agency projects.

### **Other Duties and Responsibilities**

Special projects and related work as assigned by Judge, Court Administrator, or Chief Court Investigator

## **Positions Supervised**

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None

## **Equipment Operated, Knowledge, Skills and Abilities**

- Ability to work with minimal supervision and provide leadership and information to others
- Ability to maintain harmonious working relationships with the public and employees
- Ability to lead the office in exceptional customer service by assisting individuals in person and on the telephone
- Ability to multi-task and function in a stressful, fast-paced environment
- Ability to work with frequent interruptions
- Ability to prioritize work assignments and manage time effectively
- Ability to research, gather information, and maintain records with accuracy
- Ability to communicate effectively, both orally and in writing
- Ability to work independently, make decisions in determining when matters should be brought to the attention of the Judge or Court Administrator
- Ability to assist the Judge, Court Administrator, and Chief Deputy Clerk as needed

## **Relationship with others**

Contact with co-workers, public and private sector employees, court and law-enforcement personnel, legal representatives, medical professionals, psychologists, psychiatrists, and the public. The purpose of these contacts is to provide administrative support and investigations for the court.

## **Confidential Data**

Non-public records and information contained in files, personnel files, mediation files, LEADS/NCIC files. CSEA/SETS records pursuant to state and federal law. Court decisions, orders and other works in progress. In addition to confidential data, filings and other data are sensitive and may not be discussed or distributed pursuant to the Court's Code of Conduct.

## **Working Conditions**

Good office working conditions. During home visits, exposure to possible inclement weather and varied living conditions.

## **Usual Physical Demands**

*The following physical demands are typically exhibited by position incumbents performing this job's essential duties and responsibilities. These physical demands are not, and should not be construed to be job qualification standards, but are illustrated to help the employer, employee and/or applicant identify tasks where reasonable accommodations may need to be made when an otherwise qualified person is unable to perform the job's essential duties because of an ADA disability.*

While performing duties of this job, the employee regularly exhibits digital dexterity when working on the computer. The employee frequently sits for extended periods of time, and occasionally stands and walks. Employee occasionally bends and reaches when retrieving files and other related tasks. Employee must be able to lift and carry twenty-five pounds as necessary. Employee converses verbally with others in person and by telephone. Employee Vision demands includes close, relatively detailed vision when using a computer screen. Employee typically travels in a car to and from meetings. Employee must be able to listen for extended interviews; the employee must be able to hear persons speaking at a normal speaking range and is responsible for providing and maintaining his/her own equipment (such as hearing aids) in order to fulfill this task.

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### **Required Knowledge, Skills and Abilities**

**Knowledge of:** human growth, development, behavior, and pathology; family dynamics and mental health issues; ethnic and cultural issues; current practices for guardianship evaluations and mediations; Probate Court Rules; Probate Court policies and procedures; applicable Ohio Revised Code; investigative methods.

**Ability to:** understand, respect and empathize with parties from diverse backgrounds and socio-economic groups; remain neutral, objective and non-combative; exhibit good intuition and reading of people; identify and control conflict dynamics; testify as an expert witness.

**Skill in:** interviewing; facilitating communication effectively with individuals of diverse backgrounds; assisting parties in identifying and resolving impasse during the mediation process; oral and written communications; observation; listening; negotiations; persuasion; maintaining organized records and documentation.

### **Qualifications**

An appropriate combination of education, training, course work and experience may qualify an applicant to demonstrate required knowledge, skills, and abilities. An example of an acceptable qualification is: Bachelor's Degree in Social Work or related field; active licensure and/or certification; over three years related professional experience.

### **Licensure or Certification Requirements**

Valid State Motor Vehicle Operator's License. An applicant who is in the process of or has completed social work degree.

**Posting Period: February 26, 2024 through March 7, 2024**

**Applicants: Resumes may be submitted in writing through regular mail or email. No phone calls regarding this posting will be returned. The resumes can be sent to Katherine E. Mull, Assistant Court Administrator, at [mullke@butlercountyohio.org](mailto:mullke@butlercountyohio.org) or may be sent to:**

**Butler County Probate Court  
Attention: Katherine E. Mull, Assistant Court Administrator  
101 High Street, 2<sup>nd</sup> Floor  
Hamilton, Ohio 45011**

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee filling this position, who will be required to follow instructions and perform any duties required by the employee's supervisor or designee.

The provisions of this job description do not constitute a contract, expressed or implied, and any provision contained in this description may be modified or revoked without notice.