

Market Range Detail - Court Probate Investigator

Effective Date

January 23, 2012

Market Range Title Description

Positions in this market range title are responsible for investigating guardianship and conservatorship cases involving incapacitated persons and minors. Primary responsibilities include: monitoring seriously ill defendants, both in-custody and out-of-custody, who have been restored to competency and are medication dependent following Rule 11 proceedings; reviewing doctor's reports and conferring with Correctional Health Services staff and mental health providers to ensure continuity of care and treatment compliance until defendant is adjudicated; attending court proceedings and providing regular reports to assigned judicial officer until case has been adjudicated; locating and interviewing guardian petitioners, alleged incapacitated persons, minors and other involved parties; contacting social service agencies and placement centers for referral purposes; evaluating the necessity for guardianship or conservatorship and providing evaluation to the Court for consideration. Incumbents may also be called to appear as a witness in court proceedings and respond to questions regarding guardianship, conservatorship and investigation procedures.

Market Range

Minimum Hourly Rate	Midpoint / Hiring Maximum	Maximum Hourly Rate
\$18.40	\$22.97	\$27.53

Likely Minimum Qualifications

- Bachelor's degree in Social Work, Nursing, Administration of Justice or related field.
- Two years of related experience.
- Other combinations of education and experience may be considered in substitution for the minimum qualifications.

Working Titles

- Court Investigator

Glossary:

Market Range Title: Broad grouping of related positions with like job responsibilities and qualifications. Market Range Titles typically include positions ranging from entry level to senior/lead level unless indicated otherwise.

Effective date: The date the salary range was implemented for use.

Market Range Title Description: Broad description of sample job duties and responsibilities of positions included in the Market Range Title. Each position included in a Market Range Title also has a job description that is specific to the department. Departments are responsible for writing and maintaining job descriptions for positions in their department. Employee Compensation is responsible for writing and maintaining Market Range Title Descriptions.

Likely Minimum Qualifications: Typical minimum qualifications for positions assigned to the Market Range Title. Because a broad group of jobs in different departments are included in a Market Range Title, minimum and preferred qualifications may vary slightly depending on the area of assignment.

Market Range: The minimum, midpoint, and maximum salary points for all positions included in the Market Range Title.

Hiring Range: The hiring range for all positions is ordinarily the minimum of the market range to the midpoint. The use of a different hiring range must be approved by Employee Compensation. Departments should use a hiring range that is within their funding capabilities and are required to comply with the County's Funded Position Policy ensuring that applicants are extended a rate that is supported by the department's budget.

Working Title: The specific title used by a department to identify a position within their organizational structure. Use of working titles is flexible and aimed to assist departments in identifying the unique functions and responsibilities of each position and is representative of the assigned Market Range Title. Ordinarily, supervisory and/or managerial titles should not be used for positions not assigned to a supervisory and/or manager Market Range Title.