

Allen County Court of Common Pleas
Probate & Juvenile Divisions

MEMORANDUM
JOB OPENING

TO: All Interested Applicants

FROM: Carolyn Wynn, Human Resources Director
cwynk@allencountyohio.com

DATE: February 23, 2023

RE: Job Posting: Probate Court Investigator

The Juvenile Division of the Allen County Court of Common Pleas is now accepting applications and/or letters of interest for the position of **Probate Court Investigator**. Current employees may apply for this position via email or letter to the Human Resources Director which **must** include an updated resume. Non-Employees must submit an employee application, which can be downloaded from the web at:

<https://allenohiprobate.com/court-administration/human-resources/employment-opportunities/>

Non-Employee applicants are encouraged to submit an updated resume and post-secondary educational credentials along with their completed application. Non-Employee applicants are required to bring their driver's license, social security card, high school diploma (or equivalent), and DD-214 (if applicable) to their initial interview.

Pertinent Information

- **Civil Service Status:** Unclassified
- **FLSA Status:** Non-Exempt (Hourly Based)
- **Department:** 065- Probate Court
- **Appointment Status:**
 - Part-Time/Intermittent:
- **Schedule:**
 - The payroll work week runs Thursday through the following Wednesday
 - Scheduled hours will vary as job duties needs require.
- **Base Salary:**
 - \$22.00 per hour during probationary period
 - \$22.50 after successful completion of probationary period
 - Current Employees moving from one base salary to another will have their current salary adjusted by the difference between the two bases.
 - This position is paid bi-weekly on every other Wednesday.
- **Supervision of Staff:** None
- **Table of Organization:**
 - Department Head: Court Administrator
- **See attached job description for essential duties, responsibilities, and qualifications.**

Allen County Court of Common Pleas;
Probate & Juvenile Divisions
Judge Todd E. Kohlrieser

JOB DESCRIPTION

<u>JOB TITLE</u> Probate Court Investigator

FLSA STATUS: Non-Exempt	EMP. STATUS: Part-Time/Intermittent
EXEMPT TYPE: N/A	CS STATUS: Unclassified
REPORTS TO: Court Administrator	

DISTINGUISHING JOB CHARACTERISTICS

The primary purpose of the Probate Court Investigator is to investigate and communicate the circumstances of persons upon whom a guardianship/conservatorship application has been filed alleging their incompetence.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Conducts guardianship/conservatorship investigations
- Serves notice upon individuals upon whom a guardianship/conservatorship application has been filed
- Explains their rights
- Investigates their living situation and asses need for a guardian
- Observes and converses with the alleged incompetent individual
- Communicates with health care professionals, family members and other interested parties about the situation
- Gather and records data

OTHER DUTIES AND RESPONSIBILITIES

- This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee filing this position, who will be required to follow instructions and perform any duties required by the employee's supervisor or designee.
- Completes home studies in adoption cases as requested/assigned

SCOPE OF SUPERVISION

- None

EQUIPMENT OPERATED

- Computers
- Printers
- Digital document scanners
- Copy machine
- Fax machine
- Telephone system
- County owned vehicles

CONTACT WITH OTHERS

- Judge, Magistrates and Court Administrator
- Other elected officials and their staff
- Network agencies
- Attorneys
- Court personnel
- Law enforcement officials
- Guardianship/Conservatorship Applicant
- Guardianship/Conservatorship Client
- Service providers
- Members of the general public

CONFIDENTIAL DATA

All information, files, images, communications, documents, electronic data, etc is to be considered confidential in nature unless otherwise indicated. Release of any information must be in accordance with policy or under direction from the Judge, Court Administrator, or Department Head.

All employees of the Allen County Juvenile Court are required to sign a confidentiality agreement.

WORKING CONDITIONS

Work is performed in an office setting and off site in the community in private residences, community living and other residential facilities.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: Probate Court system; county government operation and process; and acceptable work ethics.

Ability to: Develop and maintain effective working relationships with associates, supervisors, officials and general public; research and compile information from various sources; organize documents according to alphabetical, numerical and subject order;

Skill in: Microsoft Office products, investigations

QUALIFICATIONS

- Bachelor's degree, with at least one year of experience in legal or social service environment, or any equivalent combination of training and experience.
- Applicant must be proficient with Microsoft Office and be able to communicate effectively and professionally with a wide range of personalities.
- Must be able to juggle multiple priorities and be self-directed to meet deadlines.

Must meet background check requirements.

Ability to document identity and employment eligibility within three (3) days of original appointment as a condition of employment in compliance with Immigration Reform and Control Act requirements.

LICENSURE OR CERTIFICATION REQUIREMENTS

- Licensed Social Worker
- First Aid CPR, AED
- Mental Health First Aid
- Valid Ohio Driver’s License
- Compliance with ORC 2101.11(A)(2)(d)

EMPLOYEE UNDERSTANDING AND AGREEMENT

I understand, and will perform, the duties and requirements specified in this job description.

Employee

Date

MANAGEMENT APPROVAL

Human Resources Director

Date

Court Administrator

Date

Judge

Date