

**JOB RECRUITMENT:
FAMILY COURT SERVICES DIRECTOR
FINAL FILING DATE: MARCH 27, 2017 @ 5 P.M.**



Justice with Dignity and Respect



**Superior Court of
California,
County of Santa Cruz**

About the Position



Under general supervision of the Director of Operations, and general direction of the Superior Court, the Family Court Services Director (FCSD) administers the program and supervises the counseling staff of the Family Court Services unit. In addition, the FCSD conducts child custody recommending counseling, dependency and guardian mediations, step parent adoptions, freedom from custody and control and marriage of a minor matters. The incumbent performs investigations, responds to ex parte requests, makes written recommendations to the Court and petitioners regarding custody and visitation matters, and is involved in other related matters.

The Family Court Services Director is a single position classification and is distinguished from the Child Custody Recommending Counselor (CCRC) in that in addition to performing CCRC services, the incumbent provides coordination, supervision and training to the clerical and counseling staff.

About the Court

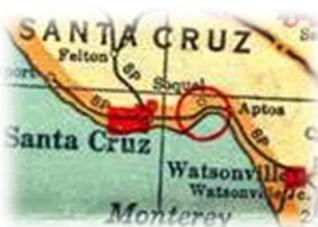
It is the mission of the Superior Court of Santa Cruz County to preserve and protect the rights and ideals of society through the interpretation and enforcement of the law, and provide equal access to justice through quality service to the community. It is also the mission of the court to treat all persons in the judicial system with dignity and respect.



The Superior Court of Santa Cruz County has established a reputation as a leader in innovative court programs and as an organization committed to providing high-quality service to the public. The court consists of 12 judges, two commissioners, and approximately 130 employees, with an annual budget of more than 15 million dollars.

There are three court locations in Santa Cruz County: the main courthouse near downtown Santa Cruz, the newer Watsonville courthouse in downtown Watsonville, and the juvenile courthouse in the small, rural town of Felton.

About Santa Cruz



Santa Cruz County has 263,054 residents and is situated at the northern tip of Monterey Bay, 65 miles south of San Francisco, 35 miles north of Monterey, and 35 miles southwest of the Silicon Valley. Its natural beauty is present in the pristine beaches, lush redwood forests, and rich farmland. It has an ideal Mediterranean

climate with low humidity and sunshine 300 days a year. There are four incorporated cities within Santa Cruz County. The City of Santa Cruz, with a population of 56,810, is the largest city in the county. Santa Cruz County is the Gateway to the Monterey Bay National Marine Sanctuary, has 29 miles of beaches and includes six state parks and six state beaches. Its quaint shops and restaurants, coupled with a multitude of cultural and recreational activities (surfing; sailing; fishing; golfing; tennis; hiking; etc.) provide a wealth of leisure activities.

The Requirements

Any combination of education and experience which would provide the required knowledge and abilities is qualifying, unless otherwise specified. A typical way to obtain these would be:

Master's degree or equivalent from an accredited college or university with major course work in clinical psychology, social work, marriage-family-child counseling, behavioral science, or a related field AND two years of experience in counseling or psychotherapy, related to family conciliation for the courts and with a population similar to that served by the County. Experience managing and supervising Family Court Services programs and staff a plus.

Special Requirements: Possession of a license issued by the State of California as a Clinical Social Worker (LCSW), Marriage, Family and Child Therapist (LFMT) or Clinical Psychologist, and completion of Domestic Violence training program in accordance with Section 1816 of the Family Code. Possession of a valid California Class C drivers' license

Representative Duties

- Plans, develops, coordinates and implements Family Court Services programs within the guidelines provided by the Court and California statutes
- Evaluates Family Court Services programs and recommends policy and organizational changes
- Assigns cases, supervises and reviews work of counseling staff
- Provides counseling services to clients and handles more difficult and sensitive cases
- Acts as mediator in dependency mediation
- Reviews legislation related to Family Court Services and makes recommendations to court administration
- Updates procedures and documents as required by legislative changes
- Maintains and provides statistical information on the use of Family Court Services
- Actively coordinates Family Court Services activities with various governmental and community agencies
- Coordinates the development and presentation of relevant educational programs
- Maintains updated knowledge of research results related to Family Court Services
- Attends professional conferences and workshops and participates in regional and national level Family Law organizations
- Attends Bay Area FCS Directors Association meetings at the Administrative Office of the

Courts.

- Provides public information to interested lay and professional groups
- Trains, supervises and evaluates work performed by new staff members

Knowledge of

- Court system of California as it relates to family law cases and a variety of civil procedures and community resources
- Principles and techniques of interviewing, counseling, investigation and mediation
- Terminology of family law and civil procedures
- Relevant family law decisions affecting divorce and parenting plan arrangements
- Laws and procedures relating to child sexual or physical abuse and/or neglect
- Adult psychopathology, family psychology and system dynamics
- Child development theory
- Clinical issues related to children
- Recent developments, current literature, and sources of information related to child abuse, the effects of divorce on children, and child custody research
- Pertinent Federal, State and local laws, codes, and regulations including those affecting conciliation, mediation work and mental health issues
- Substance abuse problems and their relationship to Family Court issues
- Principles and practices of supervision and training

General ability for the position includes but is not limited to the following:

- Coordinate activities with a variety of governmental and community agencies
- Supervise and coordinate the work of assigned staff
- Assist in the development of community resources
- Design procedures and set standards to ensure a quality work product
- Assess the physical and emotional needs of children and adults

Working Conditions

The work environment is professional, generally clean inside buildings with limited exposure to dust, fumes, odors, and noise. Incumbents will be working under sometimes difficult and stressful conditions, with frequent deadlines and expectation to produce high quality work under limited time constraints. The ability to work independently as well as closely with others is required.

Physical Demands Include:

- Strength, dexterity, coordination and vision to use a keyboard and video display terminal on a daily basis
- Hearing to communicate with the public and court staff
- Dexterity and coordination to handle files and single pieces of paper

- Strength to occasionally lift objects weighing up to 25 lbs. such as files, stacks of papers, reference and other materials
- Ability to move from place to place within an office and courthouse
- Some reaching for items above and below desk level.

Selection

Only those candidates who submit a completed application packet (application, resume, and supplemental questionnaire) by 5 p.m. on March 27, 2017 and who meet the minimum qualifications will be invited for an interview. In the event that the Court receives many applications, it reserves the right to limit the size of the applicant pool by selecting only those most qualified for the position.

Compensation and Benefits

The position of Family Court Services Director is classified as unrepresented and is compensated according to the following seven step pay range:

Family Court Services Director: \$7,078.93-\$8,957.87/Monthly

The Court offers a generous benefits package, which includes life insurance, a choice of health plans, dental and vision plans, membership in the California Public Employees Retirement System (CalPERS), paid holidays, and paid time off. Employees pay a portion of their own PERS retirement. Please contact HR if you would like more specific benefits information.

Application Materials

Applications are available on our website: <http://www.santacruzcourt.org> (by clicking the link for “Employment”). For additional information please email the Court at hr@santacruzcourt.org or call (831) 420-2325. The hearing impaired TDD# is (831) 429-5514. Application packets can be emailed to hr@santacruzcourt.org or mailed to the following address:

Superior Court of California, County of Santa Cruz
Human Resources Department
701 Ocean Street, Room 110
Santa Cruz, California 95060

The Superior Court of Santa Cruz County is an equal opportunity employer. Equal employment opportunity will be afforded to all qualified applicants or employees with respect to compensation and terms and conditions of employment, including hiring, training, promotion, transfer, discipline, and termination.

**Please respond to the supplemental questionnaire
on a separate page.**

1. Please describe the duties of a Family Court Services Director, as you see them. What strengths and what weaknesses will you bring to this position?
2. What is your experience working with multidisciplinary teams? How can you effectively work with professionals in other fields?
3. What do you think are the most important skills and attributes of an effective mediator? Please give concrete examples of assessment and mediation from your previous experience?
4. The position expectation is to work directly with clients regularly, while also attending to supervision/administrative tasks. Do you see any challenges completing these tasks?
5. Describe your management style as it relates to the court or other government agencies. How do you manage people to provide direction and ensure teamwork?
6. Explain the phrase “work ethic”, describe your work ethic.
7. Why do you want this position and why do you think you are the best applicant?