



CLASS SPECIFICATION

Class Code: 60017702
Date Established: 07/2014
Last Reviewed: 01/2025
Last Revised: 01/2025
Last Title Change:
FLSA: non-exempt
Probation: 12 months

FAMILY COURT INVESTIGATIVE SPECIALIST

DEFINITION

Under direction, provides critical investigative and social work support to attorneys to enhance and contribute to the delivery of holistic, client-centered legal representation; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

Two years of full-time experience providing services to vulnerable populations which included interviewing clients, assessing client social service needs, arranging appropriate care, retrieving information from government agencies and private vendors AND a bachelor's degree from an accredited college or university in social work, psychology, criminal justice, or a closely related field AND a license to practice social work in the State of Nevada OR an equivalent combination of education and experience.

LICENSE OR CERTIFICATE

A valid driver's license is required at the time of appointment and must be maintained for continued employment in this classification.

Must meet the requirements for Field Instructor for the University of Nevada, Reno - School of Social Work, within six months of appointment.

SUPERVISION EXERCISED

Exercises no supervision.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Plan and coordinate the components and services of the social work internship program, including daily supervision, mentoring, and training in case management practices.

Arrange mental health and substance abuse evaluations and determine which substance abuse and mental health treatment options are appropriate for each individual client.

Engage clients in support services to assist them in reunifying with their children.

Compile information and compose reports for court testimony with assigned attorneys; may testify in court regarding actions, involvement, observations, and information obtained related to assigned investigations.

Conduct home visits, attend meetings with social workers and counselors, arrange visitation with children, access community resources, and services for parents and children.

Conduct in-depth interviews with clients, family members, caregivers, etc.; collect socio-economic information; assess needs and develop and implement a basic service plan to assist with meeting the needs of clients; prepare case reports, document information and maintain accurate case records; review case files for proper documentation and consultation with assigned attorneys.

Assess risk factors and safety of children throughout the life of the case.

Compile information and compose reports for court testimony with assigned attorneys.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Departmental/division policies and procedures.

Methods and techniques of investigation and case management related to the assigned area.

Counseling methods and practices.

Computer software specific to the department/division.

Community organizations and utilization of public and private community resources.

Federal, state and local laws, statutes, codes, regulations and standards applicable to the area of assignment, including criminal, investigative and trial procedures operating within Washoe County.

Terms and acronyms commonly used in the assigned function.

Ability to:

Apply casework methods and procedures.

Prepare case documentation.

Testify in court proceedings.

Write departmental and court reports.

Plan and organize work to meet schedules and timelines.

Perform crisis intervention with families and handle difficult situations and clients.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

Knowledge of:

Interviewing methods and techniques.

Basic dynamics of human behavior.

Modern social work principles, procedures and practices including casework objectives and practices.

Socio-economic conditions, trends and factors, which promote stable family life.

Principles and techniques used to effectively interact with the public.

Modern office methods, procedures, and equipment including computer software and applications.

General principles of public assistance programs.

Ability to:

Effectively manage emergency and/or stressful situations and interact and interview hostile clients in a calm, professional manner.

Learn, interpret, apply, explain and ensure compliance with the policies, procedures, laws, codes and regulations pertaining to assigned programs and functions.

Effectively communicate and work with individuals from diverse socio-economic, ethnic, and cultural backgrounds.

Provide assistance to families and handle difficult situations with clients.

Collect, compile, and analyze information and data and arrive at logical conclusions.

Coordinate resources and services for clients.

Write comprehensive, detailed narrative reports.

Maintain confidentiality of sensitive information.

Communicate effectively both orally and in writing.

Establish, maintain, and foster effective and positive working relationships with all those contacted in the course of work.

SPECIAL REQUIREMENTS *(Essential duties require the following physical skills and work environment.)*

Ability to lift and move objects weighing up to 25 lbs. Ability to use office equipment including computers, copiers, telephone and FAX machine. Work is usually performed in an office environment, but may also require frequent travel to private homes, court, hospital correctional facilities and clinics. Crisis intervention may require the incumbent to encounter potentially hostile or combative situations.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.