

**Superior Court of the State of California, County of Yuba
Child Custody Recommending Counselor Series Specification**

FLSA Status	EEO Status	Represented/ Unrepresented	Date Created/Revised	
Non-Exempt	Professional (Court Process – 2000 Series)	Represented	Created: July 29, 2010	Revised: May 1, 2013

SCOPE

This series specification describes two Child Custody Recommending Counselor classes used in the Court.

- Child Custody Recommending Counselor I
- Child Custody Recommending Counselor II

DEFINITION OF SERIES

Incumbents are responsible for mediating disputes and conducting investigations in order to mediate disputes in family law. Incumbents in the Child Custody Recommending Counselor I classification are distinguished from those in the Child Custody Recommending Counselor II classification in that the latter may lead, train, assign and direct the work of lower-level mediators and perform the most difficult, complex and specialized work.

Incumbents within this series perform varying levels of the following duties:

- Review court files and interview parties to assess potential for settlement or resolution;
- Investigate and evaluate facts and conditions surrounding the controversy and recommend appropriate course of action verbally and in writing; testify in court;
- Conduct mediation conferences to resolve child custody or visitation disputes and to assist parties in formulating custody plans;
- Determine if situations exist that may lead to personal and/or family injury in the marriage dissolution or child custody process; refer parties to community agencies for assistance and/or counseling when necessary;
- Conduct field investigations and interview parents, minors, and other case-related persons;
- Make scheduled and unscheduled residential visits for evaluation of minor's home environment and living conditions;
- Prepare case histories and evaluations; develop custody and visitation agreements; prepare case reports and make recommendations to the court; may be required to testify in court regarding same;
- Solicit information from third parties [e.g., psychological evaluations or reports of supervised visitation] as it relates to case evaluation and resolution;
- Conduct family court services orientation workshops;
- Conduct high conflict parenting workshops;
- Perform related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Classifications within this series are distinguished primarily by the complexity of work, level of independent judgment and supervision required, and application of specialized technical knowledge.

CHILD CUSTODY RECOMMENDING COUNSELOR I

This is the entry and journey level of the series. Under direction, incumbents perform most duties within pre-established policies, procedures, and standards.

CHILD CUSTODY RECOMMENDING COUNSELOR II

This is the advanced journey/lead level classification of the series. Under general direction, incumbents may provide lead direction and training for lower-level mediators and/or work on more difficult, complex and specialized work.

MINIMUM QUALIFICATIONS

Newly appointed incumbents will be required to pass a detailed background investigation and drug screening, be bondable, and possess a valid California driver's license.

CHILD CUSTODY RECOMMENDING COUNSELOR I

Education: Master's Degree from an accredited college or university in psychology, social work, marriage, family and child counseling, conflict management, or related behavioral science substantially related to marriage and family interpersonal relationships;

and

Experience: Two years of experience in counseling and/or mediation and investigation services for a court or social service agency.

CHILD CUSTODY RECOMMENDING COUNSELOR II

Education: Master's Degree from an accredited college or university in psychology, social work, marriage, family and child counseling, conflict management, or related behavioral science substantially related to marriage and family interpersonal relationships;

and

Experience: Either two years as a Child Custody Recommending Counselor I **or** at least four years of demonstrated knowledge and experience in counseling and/or mediation and investigation services for a court or social service agency, one of which must have been in a lead capacity.

Substitutions: At both levels, two years of additional directly-related counseling experience may be substituted for the required Master's degree as provided in Family Code § 1815 (7)(b).

KNOWLEDGE AND ABILITIES

The Child Custody Recommending Counselor is a progressive series; as such the requirements for the higher level classification include the requirements of the lower level classification.

CHILD CUSTODY RECOMMENDING COUNSELOR I

Knowledge of:

- Applicable laws, statutes, regulations, and guidelines governing family law issues;
- Principles, practices, and techniques of alternate dispute resolution;
- Principles, practices and techniques of interviewing, counseling, investigation, casework, anger abatement, and crisis intervention techniques;
- Principles, practices and theories of adult, adolescent, and child psychopathology and the psychopathology of families;
- Principles and methods of case management;
- Crisis intervention, mediation, family therapy and risk evaluation techniques;
- Available community resources.

Ability to:

- Mediate and evaluate family law disputes;
- Effectively conduct interviews under stressful and/or hostile circumstances;
- Assess clients for potential risk from violence, substance abuse and physical/sexual abuse;
- Assess the mental health needs of children and family dynamics;
- Reach logical and sound conclusions based on evaluation of facts and conflicting information;
- Establish and maintain effective working relationships with clients, court employees, coworkers, and others;
- Identify and utilize support services and community resources;
- Effectively communicate with people of diverse socioeconomic background and temperaments;
- Testify regarding evaluations and recommendations;
- Interpret, apply and explain applicable laws, codes and regulations;
- Work independently to organize own work, set priorities and meet critical deadlines;
- Use initiative and independent judgment within pre-established policy and procedural guidelines;
- Prepare concise reports and records, and make formal verbal and written presentation.

CHILD CUSTODY RECOMMENDING COUNSELOR II *(In addition to above)*

Knowledge of:

- Principles and practices of technical and functional supervision and training;
- Principles and practices of complex and difficult cases.

Ability to:

- Plan, direct, and review the work of others on a project or day-to-day basis;
- Organize, prioritize, and coordinate work activities to meet critical deadlines;
- Perform the most complex and difficult work;
- Determine, develop or recommend policy and procedural guidelines;
- Interpret, apply, and explain applicable laws, codes and regulations to non-routine situations.

WORKING CONDITIONS

Incumbents use standard office equipment, including a computer, in the course of work, and may drive a motor vehicle to attend meetings and visit work sites.

PHYSICAL DEMANDS

Incumbents are expected to work inside buildings; to work either alone or closely with others; to lift and carry objects weighing up to 25 pounds; see well enough to read fine print and view a computer screen; speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone; independent body mobility sufficient to stand, sit, walk, stoop and bend to access the work environment and a standard office environment; manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write; and the ability to sit or walk for prolonged periods of time.

Reasonable accommodations may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.