

Code: 5363

Title: PUBLIC FIDUCIARY CASE INVESTIGATOR SUPERVISOR

SUMMARY: Coordinates, supervises and participates in the case investigative functions of the Public Fiduciary's Office.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor)

Coordinates, supervises and participates in the case investigative activities in the Public Fiduciary's Office;
Assigns and reviews cases to assure compliance with guardianship and mental health statutes, court orders and departmental policies and procedures;
Trains employees in department procedures and investigative techniques;
Supervises and evaluates performance of assigned staff;
Identifies problem areas, collects and analyzes pertinent data and recommends solutions;
Develops, recommends and implements new and revised policies and procedures concerning the appropriateness of court appointment as guardian and/or conservator or personal representative;
Investigates crisis conditions, assesses need for emergency guardianship and/or conservatorship and prepares recommendation for immediate court appointment;
Screens referrals and determines basis for guardian and/or conservator;
Maintains a close liaison with law enforcement, government and social service agencies and medical and legal professionals to promote cooperation and ensure communication on matters of mutual interest;
Conducts special projects and prepares reports;
Maintains appropriate security and confidentiality of information created or encountered in the performance of assigned duties;
Prepares documentation for legal proceedings and testifies in court.

KNOWLEDGE & SKILLS:

Knowledge of:

- laws, rules and regulations pertaining to guardian and conservatorship;
- interviewing and investigative methods and techniques;
- methods, principles and practices of the social welfare professions;
- techniques and principles of crisis intervention;
- performing and interpreting mental status examinations;
- conducting and interpreting psycho-social evaluations;
- characteristics of emotional instability and suicidal tendencies;
- techniques of short-term therapeutic intervention;
- legal and medical terminology;
- principles and practices of supervision.

Skill in:

- analyzing information, evaluating situations and making decisions which affect the financial, physical, social and psychological life of individuals;
- coordinating and planning investigative activities;
- developing and maintaining effective relationships with clients, family members and others;
- communicating effectively;
- keeping records and preparing reports;
- supervising, training, assigning and evaluating the work of others.

MINIMUM QUALIFICATIONS:

EITHER:

(1) A Bachelor's degree from an accredited college or university in a social or behavioral science, or a closely related field as defined by the appointing authority and three years of experience in crisis intervention counseling or performing psycho-social and mental status evaluations.

OR:

(2) One year of experience with Pima County as a Public Fiduciary Case Investigator.

Additional relevant experience and/or education from an accredited college or university may be substituted.

OTHER REQUIREMENTS:

Licenses and Certificates: Some positions may require possession of a valid Arizona drivers license with appropriate endorsement(s), as defined by the appointing authority. Failure to maintain the required licensure shall be grounds for termination.

Physical/Sensory Requirements: Physical and sensory requirements will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

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