

FAMILY SERVICES SUPERVISOR II

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| UNCLASSIFIED | | S.G. | JA 31 |
| CLASS CODE: | B.U. | 42 | |
| EEO CATEGORY: | 2 | O.G. | |
| | | Effective Date | July 17, 2001 |

DIVISION: Court Support Services

CLASS DEFINITION: This class is accountable for supervising the staff and operations of one or more family services office locations.

GUIDELINES FOR CLASS USE: Assignment of Family Services Supervisors to large or small office designations will be determined by the Guidelines for Classification Use promulgated by the Supreme Court.

SUPERVISION RECEIVED: Receives general direction from another employee of higher grade.

SUPERVISION EXERCISED: Supervises Family Services staff as assigned.

EXAMPLES OF DUTIES: Schedules, assigns, oversees, and reviews the work of staff; provides staff training and assistance; conducts performance evaluations; determines priorities and plans office work; establishes and maintains office procedures; acts as liaison with other operating units, agencies, and outside officials regarding office policies and procedures; makes recommendations on policies or standards; prepares reports and correspondence; represents the Division in court proceedings; reviews and approves contents and recommendations of reports prior to submission to the court; may review and respond to complaints involving staff performance or office procedures and policies; oversees security and maintenance of facilities and office equipment; may maintain a caseload of direct services to the court and the public; may testify regarding case studies and provide other direct services as necessary; performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY: Considerable knowledge of complex family and interpersonal dynamics involved in divorce and family violence situations; considerable knowledge of a variety of dispute resolution mechanisms; considerable knowledge of the various legal and financial elements affecting the economics of divorce, including tax consequences, valuation of pensions, businesses, and evaluation of assets; considerable knowledge of the social, cultural, educational, economic, psychological, and legal issues influencing the attitudes and behaviors of clients and their families; considerable knowledge of child development and the impact of divorce on children; considerable knowledge of relevant state and federal laws; considerable knowledge and skills necessary to obtain the confidence of judges and attorneys to effectively negotiate complex issues between opposing attorneys in divorce cases; considerable knowledge of relevant agency policies and procedures; considerable interpersonal skills; considerable oral and written communication skills; considerable interviewing and counseling skills; computer skills; considerable ability to objectively analyze highly conflicted and/or violent situations and the ability to utilize logical, defensible judgment in recommending appropriate solutions or dispositional options; considerable ability to relate to different cultural and economic backgrounds; supervisory ability.

EXPERIENCE AND TRAINING

General Experience: A Bachelor's degree and six years of experience providing family and marital counseling, mediation, and dispute resolution services.

Special Experience: Three years of the General Experience must have been at or above the level of Family Relations Counselor II.

Substitutions Allowed: A Master's degree in the social sciences or a related field may be substituted for one year of the General Experience.

SPECIAL REQUIREMENT: Incumbents may be required to travel in the course of their daily work.

WORKING CONDITIONS: Incumbents may be exposed to some risk of injury from assaultive/abusive clients.

This replaces the existing specification for Family Services Supervisor in the same salary group approved effective June 28, 1991.