

**COURT OF COMMON PLEAS
PROBATE DIVISION
PORTAGE COUNTY, OHIO**

POSITION: Court Investigator / Adoption Assessor

Position Overview

The Court Investigator reports to the Court Administrator and is responsible for providing services and managing relations for Guardianship / Mental Health case participants and Adoption Assessments. The Investigator collaborates with Judicial staff regarding cases in the Probate Court. This position performs investigatory or wellness visits with wards in private residences, residential facilities, and medical facilities, and visits prospective adoptive/birth parents in private residences, residential facilities, and medical facilities. The Court Investigator / Adoption Assessor serves at the pleasure of the Judge.

Summary of Job Duties

- Serves notices to parties in local hospitals or other facilities.
- Investigates the circumstances of an alleged incompetent and communicates to the alleged incompetent the rights to which they are entitled, including the right to counsel and to attend hearings.
- Investigates the need for, or circumstances of, the proposed or existing guardianship.
- Conducts an annual review of all open guardianship cases to ensure compliance with statutory requirements in the Rules of Superintendence, Ohio Revised Code, and other authority.
- Conducts investigatory/wellness visits with wards in private residences, residential facilities, and medical facilities in guardianship cases, conducts home studies in stepparent adoption cases (if assigned to adoption), prepares written reports for review and use by assigned magistrates and/or Judge in guardianship cases and adoption cases.
- Frequent visits into private residences, which may have substandard living conditions, travel to residential facilities and medical facilities, and occasional travel within Ohio for mandatory training and education.

Minimum Qualifications and Requirements

Degree in Social Work, Psychology, Education, Special Education, or related human services field. Must be licensed in Ohio by the Counselor, Social Worker and Family Therapist Board. Certification as an adoption assessor is preferred. Required to have a valid Ohio Driver's License.

Compensation

SALARY: Starting salary is \$20.00/hr. + depending on education, experience, and qualifications as determined by the Judge.

BENEFITS: P.E.R.S. Health insurance coverage available and paid vacation after first year of public service.

SEND COUNTY APPLICATION, RESUME AND COVER LETTER TO:

Heather Gyekenyesi, Magistrate / Court Administrator

Portage County Probate Court

203 W. Main Street

Ravenna, Ohio 44266

APPLICATIONS WILL BE ACCEPTED UNTIL POSITION IS FILLED