

**CLARK COUNTY**

Department of Human Resources  
500 S. Grand Central Pkwy, 3rd Floor,  
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Las Vegas, NV 89155-1791

<http://www.clarkcountynv.gov>

**INVITES APPLICATIONS FOR THE POSITION OF:  
GUARDIANSHIP COMPLIANCE INVESTIGATOR I/II**

Department Name: District Court  
Exam Number: 16648

**SALARY**

\$50,835.20 - \$85,051.20 Annually

**OPENING DATE:** 08/20/19

**CLOSING DATE:** 09/03/19 05:01 PM

**ABOUT THE POSITION:**

**GUARDIANSHIP COMPLIANCE INVESTIGATOR I:** \$50,835.20 - \$78,769.60 Annually  
**GUARDIANSHIP COMPLIANCE INVESTIGATOR II:** \$54,828.80 - \$85,051.20 Annually

This examination will establish an Open Competitive and Promotional list to fill current and/or future vacancies that may occur within the next six (6) months at either level or may be extended as needed by the Office of Human Resources.

The **GUARDIANSHIP COMPLIANCE INVESTIGATOR I** is a training underfill position, upon successful completion of the probationary period (520 hours worked to 2,080 hours worked) and the training program, which is up to two (2) years, the successful candidate will be non-competitively promoted to **GUARDIANSHIP COMPLIANCE INVESTIGATOR II**.

Some positions may be non-union positions and are excluded from membership in the union.

**MINIMUM REQUIREMENTS****Education and Experience:**

**Guardianship Compliance Investigator I – Equivalent to an Associate's Degree with major coursework in Accounting, Finance, Law Enforcement, Criminal Justice, Social Work or a related field AND three (3) years of full-time experience in performing criminal, civil and/or administrative investigations.**

**Guardianship Compliance Investigator II - In addition to the above, one (1) year of full-time experience in performing guardianship compliance investigations in a public agency.**

Qualifying education and experience must be clearly documented in the "Education" and "Work Experience" sections of the application. Do not substitute a resume for your application or write "see attached resume" on your application.

**Working Conditions:** Required to attend meetings off-site and visit clients at their place of residence. Work in various residential locations, which may be in various states of repair or cleanliness and which may not meet handicapped accessibility standards. Work with exposure to hazardous conditions or threatening situations.

**Licensing and Certification:** Must possess a valid Nevada Class C Driver's License at time of

appointment.

**Background Investigation:** Employment is contingent upon successful completion of a background investigation. Periodically after employment background investigations may be conducted.

**Medical Examination:** Employment is contingent upon the results of a physical examination performed by our examining physician.

**Pre-Employment Drug Testing:** Employment is contingent upon the results of a pre-employment drug examination.

### **EXAMPLES OF DUTIES**

Conducts investigations related to the welfare of protected persons who are subject to or potentially subject to a court-ordered guardianship, including such tasks as: receiving and processing complaints made by protected persons or third parties; interviewing witnesses; utilizing available databases to identify and locate interested parties; conducting welfare checks on protected persons; reviewing inventories and accountings filed by guardians for accuracy and fraud detection; examining bank records and other documentation related to the preparing investigative reports for use by the Guardianship Compliance Administrator and judges; referring suspected criminal activity to law enforcement agencies; coordinating with community resources; and, testifying in court. The position also participates in compliance efforts by fielding hotline telephone calls, collecting and conducting community outreach, and issuing compliance letters regarding overdue documents; collects, analyzes and reports guardianship statistical data, analyzes factual findings and reports to identify relevant legal issues in order to determine proper case disposition and follow-up; prioritizes and manages a significant caseload in a timely fashion; maintains detailed case files and accurately summarizes investigative findings and conclusions; regularly interacts with colleagues in various departments across the organization to conduct investigations and implement corrective action where necessary; provides regular written and verbal updates to senior leadership; assists or leads special projects related to the investigative function, as necessary; assists with State and specialty audits; and, adheres to all applicable federal, state and local laws, rules, and regulations governing the Court's Guardianship Program.

### **PHYSICAL DEMANDS**

Mobility to work in a typical office setting, use standard office equipment, lift materials weighing up to 25 pounds and drive a motor vehicle in order to attend meetings or visit client homes; vision to read printed materials and a computer screen; and hearing and speech to communicate in person or over the telephone. Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

*An Equal Opportunity Employer*

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## **GUARDIANSHIP COMPLIANCE INVESTIGATOR I/II Supplemental Questionnaire**

- \* 1. **The following skills assessment is a self-assessment used to evaluate an applicant's training and experience.**  
**I understand that:**  
**A) Part-time experience must be prorated and credited as half of the full-time experience (i.e., if you performed the task for two years in a part-time position, 20 hours per week, you can only credit yourself with one year of experience in that area)**  
**B) Knowledge and experience levels indicated by my skills assessment responses must be supported by the work experience listed on my application;**  
**C) Any falsification or misrepresentation of the information listed on the employment application or skills assessment may result in removal from the**

**eligibility list or rescinding a job offer;**

**D) Responses to assessment questions that are not supported by the work history listed on the application may result in question scores being adjusted to receive 0 points. The adjusted scores will be used when determining score ranking for interviews;**

**E) I further understand that since exam scores will be automatically generated based on the applicant's response to each item in the assessment, score appeals will not be allowed for this recruitment.**

☐ I understand this recruitment includes a supplemental skills assessment and that the answers I provide must be consistent with the work history detailed on my application and that scoring appeals will not be allowed for this recruitment.

\* 2. Please select which best describes your level of education.

- ☐ Some High School
- ☐ High School Diplomas or GED
- ☐ Some College
- ☐ Associate's Degree
- ☐ Bachelor's Degree or Higher

\* 3. Please indicate the number of college credits you have successfully completed.

- ☐ No Credits
- ☐ Less than 30 semester credits
- ☐ 30 - 59 semester credits
- ☐ 60 - 89 semester credits
- ☐ 90 - 119 semester credits
- ☐ 120 + semester credits

\* 4. Please indicate how many years of full-time experience you have in performing criminal, civil and/or administrative investigations.

- ☐ No Experience
- ☐ Less than 2 years of experience
- ☐ 2 to 4 years of experience
- ☐ 4 to 6 years of experience
- ☐ 6 or more years of experience

\* 5. Please list the employer where your experience was obtained in the above question.

\*Experience levels indicated must be supported by the work experience listed on the application. Complete a separate entry for each employer where your experience was obtained (see template below). Type N/A if you have no related experience.

Employer Name:

Job Title:

Hours Worked Per Week:

Dates of Employment:

\* 6. Please indicate how many years of full-time experience you have in working in or with a guardianship compliance program.

- ☐ No Experience
- ☐ Less than 2 years of experience
- ☐ 2 to 4 years of experience
- ☐ 4 to 6 years of experience
- ☐ 6 or more years of experience

\* 7. Please list the employer where your experience was obtained in the above question.

\*Experience levels indicated must be supported by the work experience listed on the application. Complete a separate entry for each employer where your experience was obtained (see template below). Type N/A if you have no related experience.

Employer Name:

Job Title:

Hours Worked Per Week:  
Dates of Employment:

- \* 8. Please indicate how many years of full-time experience you have with conducting fact-finding investigations or financial audits for a court or other public entity.
- ☐ No Experience
  - ☐ Less than 2 years of experience
  - ☐ 2 to 4 years of experience
  - ☐ 4 to 6 years of experience
  - ☐ 6 or more years of experience
- \* 9. Please list the employer where your experience was obtained in the above question.  
\*Experience levels indicated must be supported by the work experience listed on the application. Complete a separate entry for each employer where your experience was obtained (see template below). Type N/A if you have no related experience.  
Employer Name:  
Job Title:  
Hours Worked Per Week:  
Dates of Employment:
- \* 10. Please indicate how many years of full-time experience you have in responding to inquiries and providing factual information to attorneys, court staff, law enforcement officials and the public regarding court proceedings/records.
- ☐ No Experience
  - ☐ Less than 2 years of experience
  - ☐ 2 to 4 years of experience
  - ☐ 4 to 6 years of experience
  - ☐ 6 or more years of experience
- \* 11. Please list the employer where your experience was obtained in the above question.  
\*Experience levels indicated must be supported by the work experience listed on the application. Complete a separate entry for each employer where your experience was obtained (see template below). Type N/A if you have no related experience.  
Employer Name:  
Job Title:  
Hours Worked Per Week:  
Dates of Employment:
- \* 12. Please indicated how many years of full-time experience you have minors and disabled, incapacitated, or elderly adults.
- ☐ No Experience
  - ☐ Less than 2 years of experience
  - ☐ 2 to 4 years of experience
  - ☐ 4 to 6 years of experience
  - ☐ 6 or more years of experience
- \* 13. Please list the employer where your experience was obtained in the above question.  
\*Experience levels indicated must be supported by the work experience listed on the application. Complete a separate entry for each employer where your experience was obtained (see template below). Type N/A if you have no related experience. Employer Name: Job Title: Hours Worked Per Week: Dates of Employment:
- \* 14. Please indicate how many years of full-time experience you have in with producing oral and written reports, including if applicable defending those reports in hearings or

deposition.

- ☐ No Experience
- ☐ Less than 2 years of experience
- ☐ 2 to 4 years of experience
- ☐ 4 to 6 years of experience
- ☐ 6 or more years of experience

- \* 15. Please list the employer where your experience was obtained in the above question.  
\*Experience levels indicated must be supported by the work experience listed on the application. Complete a separate entry for each employer where your experience was obtained (see template below). Type N/A if you have no related experience. Employer Name: Job Title: Hours Worked Per Week: Dates of Employment:

\* Required Question