



GUARDIANSHIP COMPLIANCE INVESTIGATOR II

Class Code:
N02184

Bargaining Unit: NON-UNION

CLARK COUNTY
Established Date: Sep 22, 2018
Revision Date: Oct 3, 2018

SALARY RANGE

\$26.36 - \$40.89 Hourly
\$2,284.53 - \$3,543.80 Semi-Monthly
\$4,569.07 - \$7,087.60 Monthly
\$54,828.80 - \$85,051.20 Annually

JOB SUMMARY/CLASS CHARACTERISTICS:

JOB SUMMARY:

Performs complex and sensitive fieldwork, document examination and other investigative tasks for the benefit of protected persons in guardianship proceedings.

CLASS CHARACTERISTICS:

Guardianship Compliance Investigator I is the entry-level class in this professional investigator series. Initially, under close supervision, incumbents provide investigative services while learning policies, rules and procedures. As experience is gained, duties become more diversified and are performed under more general supervision. This class is alternately staffed with Guardian Compliance Investigator II, and incumbents may advance to the higher level after gaining experience and demonstrating proficiency which meet the qualifications for the higher level.

Guardianship Compliance Investigator II is the journey level class in this professional series, fully competent to perform a broad spectrum of complex investigative tasks related to the safety and welfare of protected persons. This class is distinguished from Guardian Compliance Administrator in that the latter fills the dual role of assistant program head, and provides first level supervision of all staff in the Court's Adult Guardianship Program.

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.

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 access 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.

KNOWLEDGE, SKILLS & ABILITIES:

Knowledge of:

Principles and practices of guardianship documentation; applicable laws, codes and

regulations; computer applications related to the work; standard office administrative practices and procedures; methods and techniques of property ownership research and investigation; and record keeping principles and practices.

Skill in:

Researching, interpreting, applying and explaining laws and regulations pertaining to guardianship and correctly applying them to a given situation; exercising sound independent judgment within established procedural guidelines; organizing and prioritizing work and meeting critical deadlines; maintaining accurate records and files; preparing clear and concise reports, correspondence, and other written material; using tact, discretion and prudence in dealing with those contacted in the course of the work.

SALARY SCHEDULE:

I28