



Clark County

GUARDIANSHIP COMPLIANCE INVESTIGATOR I/II

SALARY	\$30.88 - \$49.23 Hourly	LOCATION	Clark County - Las Vegas, NV
JOB TYPE	PERMANENT	JOB NUMBER	29780
DEPARTMENT	District Court	OPENING DATE	07/15/2025
CLOSING DATE	7/29/2025 5:01 PM Pacific	MAX NUMBER OF APPLICANTS	200

ABOUT THE POSITION

District Court is seeking qualified candidates to apply for the Guardianship Compliance Investigator I/II position. This position performs complex document retrieval and examination, conducts sensitive investigative interviews, criminal and financial background checks, and other investigative tasks, such as financial reviews and analysis and compliance reviews for the benefit of protected persons in guardianship proceedings.

Guardianship Compliance Investigator I: \$30.88 - \$45.58 Hourly

Guardianship Compliance Investigator II: \$33.31 - \$49.23 Hourly

The Guardianship Compliance Investigator I is a training underfill position, upon successful completion of the training program the successful candidate will be non-competitively promoted to Guardianship Compliance Investigator II.

THIS POSTING REFLECTS THE SALARY SCHEDULE FOR THIS POSITION EFFECTIVE 7/1/2025. PLEASE NOTE THAT ALL ACTIVE EMPLOYEES ON 7/19/2025 WILL RECEIVE A SALARY DECREASE CONSISTENT WITH AN INCREASE IN PERS CONTRIBUTION. AS SUCH, PAY IS SUBJECT TO CHANGE AND MAY BE REVISED.

This examination will establish an open competitive eligibility 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 Human Resources.

Human Resources reserves the right to call only the most qualified applicants to the selection process.

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

This position is a non-union position and excluded from membership in the union.

Employment is contingent upon background investigation results, which may include both a pre- and post-offer background check for the position within the District Court, credit check, and a test for controlled substances.

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.

Citizenship: Candidates must be legally authorized to work in the United States. **Please note,** Clark County does not provide H1B visa sponsorships or transfers for any employment positions.

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.

Employer

Clark County

Address

500 S. Grand Central Pkwy, 3rd Floor
PO Box 551791
Las Vegas, Nevada, 89155-1791

Phone

(702)455-4565

Website

<http://www.clarkcountynv.gov>