

Circuit Court for Baltimore City Custody Investigator

The Circuit Court for Baltimore City has two open positions for a Custody Investigator, to perform investigations and fact finding inquiries for the Family Division of the Circuit Court.

Under the direction of the Program Manager, the Custody Investigator will have the following responsibilities:

- Conduct fact finding interviews of court involved parties, family members, household members and other collateral sources.
- Conduct fact finding interviews of children involved in custody/visitation and adoption matters
- Conduct home visits/home investigations for study of living conditions and suitability of housing.
- Obtain and evaluate collateral source documentations, (i.e. Police reports, CPS reports, School records, Medical records, mental health records etc.)
- Provide written court reports to Judges and Magistrates of the Family Division under specific deadline
- Provide verbal testimony at Court hearings, as requested.
- Perform other duties as assigned.

Qualifications:

- MSW from an accredited graduate program
- One (1) year professional social work experience necessary, clinical internship experience may count towards professional experience.
- Understanding of engagement and investigatory techniques
- Understanding of family dynamics
- Must be able to work with diverse populations.
- Must be able to meet assigned deadlines.
- Must possess a valid driver's license, clean driving record and independent transportation
- Must be able to use Microsoft Word and/or other word processing programs efficiently.
- Excellent organizational skills
- Detailed oriented
- Typing speed of 50 wpm.

Compensation:

Salary is \$39,701.00 to \$47,990.00 annually. This is a full-time temporary position with no benefits

To Apply:

Please respond by US mail by forwarding your cover letter, resume, list of references, school transcript and writing sample not edited by third party postmarked by **Monday, February 27, 2017** to:

Ms. Gwen Henderson, Human Resource Officer

Circuit Court for Baltimore City
Administrative Office
111 N. Calvert Street, Room 200
Baltimore, Maryland 21201
(Please, no telephone calls or email responses)
www.baltimorecity.gov

The Circuit Court for Baltimore City is an Equal Opportunity Employer.

Circuit Court employees are *at-will* employees and serve at the discretion of the Administrative Judge. This means that the employee or the Court may terminate the employment relationship at any time, with or without cause. The *at-will* relationship remains in full force and effect notwithstanding any statements to the contrary made by court personnel or set forth in any documents, including Baltimore City Personnel Compensation policies.

The Circuit Court is committed to maintaining an Alcohol & Drug Free Work Environment. If selected for the announced position, the applicant will be subject to an Alcohol & Drug screening as a condition of employment.