

# Title: Probate Court Investigator (Guardianship)

**Agency**

Franklin County Probate Court

**Salary**

\$60,028 Annually

**Job Type**

Full-time, Regular, Unclassified

**Bargaining Unit**

Non-Bargaining

**Closing**

February 19, 2025 11:59 p.m.

**Location**

373 S. High St., 22<sup>nd</sup> floor  
Columbus, Ohio 43215, OH

**Typical Work Hours**

Monday - Friday 8:00 a.m. - 5:00 p.m.

**Probationary Period**

180 Days

**Classification Purpose**

The primary purpose of the Court Investigator classification is to investigate and provide recommendations for pending guardianship/conservatorship applications, guardianship complaints, guardianship termination proceedings, and guardian removal hearings.

**Job Duties**

Conducts investigations into guardianship complaints and prepares reports with recommended disposition; investigates and prepares reports and recommendations as to appropriateness of the appointment guardian/conservator and whether or not a less restrictive alternative exists.

Serves notice upon subjects of guardianship/conservatorship proceedings.

Investigates and makes recommendations regarding whether or not there is a continued need for a guardianship; investigates and identifies potential successor guardians; uses online data bases and other sources of information to find unresponsive guardians.

Performs investigative duties in the field, including in private residences when necessary. Conducts investigations in a safe culturally appropriate manner, striving to ensure equity for residents from backgrounds different from their own.

Reviews guardian's annual reports and statements of expert evaluation.

Coordinates and maintains contacts with community agencies and boards, other courts, nursing facilities and other health care facilities; assists health care professionals in working to find a suitable guardian for alleged incompetent; provides testimony in court proceedings; gathers, organizes, and analyzes guardianship data.

Provides back-up for Bailiff duties, as needed.

Maintain regular and predictable attendance. Attend conferences, workshops and training as required.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

### **Typical Work Environment**

Work is performed in an office setting and off site in the community in private residences, community living and other residential facilities.

### **Minimum Qualifications**

Bachelor's degree, with a least one year of experience in a legal or social service environment; or any equivalent combination of training and experience.

### **Additional Requirements**

Must maintain a valid Ohio driver's license, motor vehicle insurance and have a reliable means of transportation and meet background check requirements.

Must meet background check requirements.

### **Supervisory Responsibilities**

N/A

### **Unusual Working Conditions**

This position requires periodic evening and/or weekend hours with frequent travel outside of the court including travel to institutional and private home settings. Performance of essential functions may require exposure to adverse environmental conditions such as travelling in inclement weather and/or interreacting with intemperate individuals.

### **Benefits**

All full-time, permanent Franklin County Probate Court staff receive the following benefits through the Franklin County Cooperative Health Benefits Program after initial period of employment:

- Extensive health benefits, including medical, dental, and vision coverage
- Life insurance coverage for all permanent employees
- Guaranteed 11 paid holidays every year
- A 14 percent employer contribution to OPERS pension plan
- Eligibility for Ohio 457 deferred compensation savings plans
- Potential monetary incentives during annual wellness programs for employees/spouses enrolled in healthcare

See more information regarding benefits we provide at <https://bewell.franklincountyohio.gov/>

### **To Apply:**

Email your resume and cover letter to [George\\_Tornik@franklincountyohio.gov](mailto:George_Tornik@franklincountyohio.gov)