

**COUNTY OF ALAMEDA HUMAN RESOURCE SERVICES DEPARTMENT**  
**Lakeside Plaza Building, 1405 Lakeside Drive, Oakland, CA 94612**

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**ASSISTANT PUBLIC GUARDIAN-CONSERVATOR**

Applications must be in the possession of the Human Resource Services Department by 4:30 p.m. on the Last Day for Filing. Postmarks are not accepted.

**THE POSITION(S):** Assistant Public Guardian-Conservators are located exclusively in the Department of Adult and Aging Services of the Social Services Agency. Under supervision, Assistant Public Guardian-Conservators are designated to act on behalf of the Public Guardian-Conservator for Alameda County and are responsible for conducting Lanterman-Petris-Short or Probate conservatorship intake and/or investigation, case management, estate management and personal and financial management services for minor wards, elderly and dependent adults who may need to be conserved; and perform other case related duties as assigned.

**PROMOTIONAL OPPORTUNITIES:** Assistant Public Guardian-Conservators may advance by competitive examination to:  
Adult Protective Services Supervisor - \$2697.60 - Current Bi-weekly Maximum

**THE REQUIREMENTS:** These are entrance requirements for admission to the examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. A candidate's performance in the examination will be judged in comparison with the performance of other candidates.

**EITHER I**

**EDUCATION:** Possession of a Master's degree in Social Work, Counseling, Clinical Psychology, Gerontology or related behavioral science, from an accredited college or university, which included a supervised field placement providing social casework and counseling services to elderly, or vulnerable or dependent adults and their families.

**OR II**

**EXPERIENCE:** The equivalent of two years full-time experience in the class of Social Worker III or an equivalent or higher level social services case management classification in the Alameda County classified service. (Non-classified includes District Attorney's Office, Hospital Authority, and the Consolidated Courts.)

**OR III**

**EDUCATION:** Possession of a Bachelor's Degree, from an accredited college or university including 120 semester or 180 quarter units in Social Work/Human Services, Counseling, Clinical Psychology, Gerontology, Sociology or related behavioral science; **AND**

**EXPERIENCE:** The equivalent of three years full-time experience providing ongoing social casework, case management and/or counseling services to the mentally ill and/or elderly in a recognized public or non-profit social services agency, conservator program hospital or Skilled Nursing Facility social work department or mental health case management organization.

**LICENSE:** Possession of a valid California Motor Vehicle Operator's license is required.

**NOTE: Applicants must submit a copy of their college transcript with the application.** Applicants successful in the examination process who are offered a position must provide the Social Services Agency with an official college transcript before beginning employment. **SOCIAL SERVICES EMPLOYEES WITH THE REQUIRED OFFICIAL TRANSCRIPT ON FILE WITH THE SOCIAL SERVICES AGENCY MAY NOTE THAT ACROSS THE TOP OF THE APPLICATION.**

**THE EXAMINATION:** THIS IS A NEW ASSEMBLED EXAMINATION. The eligible list resulting from this examination will cancel any existing list and may last approximately one year, but can be extended.

The examination may include but may not be limited to: KNOWLEDGE OF principles of social work, sociology and psychology; crisis intervention techniques and principles; available community resources and their appropriate utilization for referral and placement of the elderly and mentally ill; investigative techniques as they pertain to the requirements of Public Guardianship/ Conservatorship; medical/mental health and estate management laws; casework management methods, practices and skills; Alameda County Unified Rules of Superior Court procedures related to Public Guardianship/Conservatorship; relevant state regulations and codes including, the Penal, Probate, and Welfare and Institutions, Health and Safety codes as they relate to Public Guardianship/Conservatorship, Social Security and Lanterman-Petris-Short Acts; relevant Federal, State and local laws pertinent to public assistance programs; personal computer programs and word processing applications. ABILITY TO coordinate conservatorship/case management efforts with other public and/or non-profit agencies involved in conservatee cases and effectively interact with other professionals (doctors, lawyers, court investigators and social workers); manage a conservatee caseload in an efficient and sensitive manner, organize and prioritize estate/case management tasks and assignments; protect clients' estates through timely investigation, identification and marshalling of assets; work independently at a journey level with minimum supervision; prepare clear, concise, written communications and comprehensive court reports; maintain complete and accurate case dictation and trust/estate case records; communicate effectively with clients who lack the mental capacity to manage their person or estates; provide accurate and effective testimony in Superior Court on specific assigned cases as required; provide sound financial and estate management to ensure the most appropriate level and highest quality of care for all conservatees; be flexible and work well under pressure on time sensitive tasks; interpret and appropriately apply county, agency and departmental policies, procedures and rules.

**THE EXAMINATION WILL CONSIST OF THE following steps:** A review of candidates' applications to verify possession of minimum requirements. Those candidates who possess the minimum requirements for the class will move on to the next step in the examination process, which is an oral interview weighted as 100% of the candidate's final examination score. The oral interview may contain situational exercises. **WE RESERVE THE RIGHT TO MAKE CHANGES TO ANNOUNCED EXAMINATION STEPS.**

**TO APPLY:** Applications may be obtained at the Alameda County Human Resource Services Department, Lakeside Plaza Building, 1405 Lakeside Drive, Oakland, CA 94612; Dublin Library, 7606 Amador Valley Blvd., Dublin, CA 94566; Fremont Main Library, 2400 Stevenson Blvd., Fremont, CA 94538; or the Union City Library, 34007 Alvarado-Niles Road, Union City, CA 94587. Applications can only be filed at the Alameda County Human Resource Services Department, Lakeside Plaza Building, 1405 Lakeside Drive, Oakland, CA 94612. The application form is also available on our web site: **www.co.alameda.ca.us.**