

## **MENTAL HEALTH HEARING OFFICER**

### **DEFINITION**

Under general direction, the Mental Health Hearing Officer conducts mental health certification hearings for the Superior Court of California, County of San Francisco at hospitals throughout the city of San Francisco pursuant to Welfare and Institutions Code Section 5250; submits detailed written reports, records, documents and forms to the Court; and performs related duties as required.

### **DISTINGUISHING CHARACTERISTICS**

The is a special classification which has responsibility for representing the Superior Court of California, County of San Francisco regarding mental health certification.

### **REPORTS TO**

The Presiding Judge and Chief Executive Officer.

### **CLASSIFICATIONS SUPERVISED**

This is not a supervisory class.

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES** *(The following is used as a partial description and is not restrictive as to duties required.)*

Conducts mental health certification hearings; issues orders authorizing intensive treatment related to mental disorder or impairment by chronic alcoholism if the person is a danger to others or to himself or herself, or is gravely disabled; reviews court files, certification documents, medical charts, and related materials to gather appropriate background information; confers with professional staff of concerned agencies, facility representatives providing evaluation services, law enforcement officers, county officials, witnesses and others to secure evidence and information pertaining to any specific case; submits important, timely and detailed written reports, records, documents and forms to the Court; and provides general information to the public, outside agencies, and other concerned parties.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; travel to medical and mental facilities throughout the city; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX.

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### **TYPICAL WORKING CONDITIONS**

Work is performed in an office, courtroom, and a variety of environments and locations, including medical and mental health facilities; continuous contact with other staff and the public.

### **Training and Experience:**

Must be a United States citizen and a member of the California Bar for a period of ten years, and

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Provisions of the California Probate Code, Family Code, Welfare and Institutions Code, relevant statutes and rules of the California Judicial Council and the Superior Court of California, County of San Francisco, and other statutes relevant to mental health certification reviews.
- Legal and medical terminology and pleadings relevant to mental health certification reviews.
- Information development and report writing techniques.
- Basic knowledge of personal computers and software.

#### **Ability to:**

- Objectively review evidence and information of cases and prepare sound recommendations pertinent to mental health certification reviews.
- Conduct mental health hearings.
- Understand, interpret, and apply appropriate provisions of statutes, rules, and policies applicable to mental health certification reviews.
- Perform a variety of complex document and case analysis and effectively communicate findings both orally and in writing.
- Prepare comprehensive and concise reports and recommendations related to mental health certification.
- Work effectively with people from a variety of socioeconomic backgrounds.
- Effectively represent the Superior Court of California, County of San Francisco with the public, attorneys, petitioners, and representatives of other government agencies and court systems.
- Maintain confidential information when required by legal or ethical standards.
- Travel to medical and mental facilities throughout the city.

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- Establish and maintain cooperative working relationships with judicial officers, attorneys, litigants, petitioners, and representatives of other governmental agencies contacted in the normal course of business.

**Special Requirements:**

Incumbents may be required to pass a criminal history background check. Information discovered through such a background check may become grounds for dismissal from employment.

*The contents of this class specification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. The contents of this specification may be modified or revoked without notice. Terms and conditions of employment are "at will" employment at the pleasure of the Judges of the Superior Court of California, County of San Francisco.*