

**MUSKINGUM COUNTY COURT OF COMMON PLEAS  
DOMESTIC RELATIONS DIVISION  
POSITION OPENING ANNOUNCEMENT**

**DATE:** May 1, 2024  
**DEPARTMENT:** Court of Common Pleas - Domestic Relations Division  
**POSITION TITLE:** Court Investigator  
**STATUS:** Full Time/Unclassified (40 hours per week)  
**SALARY RANGE:** Commensurate with Experience  
**DEADLINE:** Inside/Outside Applicants: MAY 20, 2024  
(Applications and/or resumes received or postmarked after deadline will not be considered)

**QUALIFICATIONS:** \*Bachelor's degree in Social Work, Criminal Justice, Psychology, Sociology, or another related field preferred.  
\*Knowledge of all areas of Court's functions preferred.  
\*Proficiency in Microsoft Office and related software.  
\*Excellent communication and organizational skills  
\* Valid Ohio Driver's License.  
\*Minimum of 21 years of age  
\* Pass all pre-employment screenings

**RESPONSIBILITIES:** To perform this job successfully, an individual must be able to satisfactorily perform each essential duty listed below.

- Conduct home inspections.
- Conduct investigations in open cases to assess the family situation.
- Observe families in their homes.
- Formulate comprehensive reports for the Court's and litigants' information.
- Maintain contact with local agencies involved with parties and children.
- Make appropriate referrals to community resources to assist parties and children in addressing specific needs.
- Compose letters and perform other administrative responsibilities to maintain records and documentation.
- Testify in court hearings as required.
- Administer drug tests as directed by the Court.

**If interested, send Cover Letter and Resume, either by mail, email or in person by the deadline to:**

**MUSKINGUM COUNTY COURT OF COMMON PLEAS  
DOMESTIC RELATIONS DIVISION  
ATTN: WENDY ROUSH, COURT ADMINISTRATOR  
22 N. 5<sup>th</sup> Street  
ZANESVILLE, OHIO 43701  
EMAIL: [wsroush@muskingumcounty.org](mailto:wsroush@muskingumcounty.org)**

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