

**COURT VISITOR
RAMSEY COUNTY PROBATE COURT
Contract Position**

Description of Work:

- Perform the duties of a court visitor pursuant to Minn. Stat. §524.5-113, §524.5-303, §524.5-304(c), §524.5-308, §524.5-404, §524.5-406(c), and Probate Court Rule 416(b).
- Serve the initial petition and notice of hearing on the proposed ward or conservatee in guardianship and conservatorship cases.
- Without outside interference, meet with the proposed ward or conservatee, either once or more than once as the visitor deems necessary.
- Observe the proposed ward or conservatee's appearance, lucidity and surroundings.
- Read aloud, if requested, and explain the petition and notice of hearing to the proposed ward or conservatee.
- Assist, if requested, in obtaining a private or court appointed lawyer for the proposed ward or conservatee.
- Advise the proposed ward or conservatee that a report will be filed at least five days before the hearing and that the report is available to the proposed ward or conservatee or his/her lawyer.
- Prepare a written report to the court setting forth all matters the visitor deems relevant in determining the need for a guardian or conservator, including recommendations concerning appointment and limitation of powers.
- File the original report with the court.
- Serve a copy of the report upon the petitioner or petitioner's lawyer at least five days prior to the hearing.
- Appear, testify and submit to cross examination at the hearing concerning the visitor's observations and recommendations, unless such appearance is excused by the court.

Education & Experience:

- Training and experience in law, health care or social work.
- Prefer bachelor's degree in related field.
- Prior court visitor or social work experience helpful.

General:

- Supply own transportation for travel throughout Ramsey County.
- Ability to work a flexible schedule including evenings and weekends.

Compensation:

Reimbursement is \$90.00 per interview plus mileage.

Application Deadline:

Send cover letter and resume to: Judicial Administration, 15 W. Kellogg Blvd., Room 1700, St. Paul, MN 55102, by 4:30 p.m., Friday, June 3, 2011.