



## SUPERIOR COURT OF THE STATE OF CALIFORNIA COUNTY OF CALAVERAS

### **PART TIME CONTRACT POSITION 2 DAYS A WEEK** **Family Law Facilitator/ Self-Help Center Contract Attorney**

Please note Amador Superior Court will be recruiting for a similar position, days can be coordinated to allow for contracts in both courts.

Maximum Contract:                      Benefits:  
\$43,680.00 Annually                      None

#### **POSITION SUMMARY**

This is a contract, professional level position that serves under the direction and authority of the Court Executive Officer, the contracted incumbent oversees Facilitator/ Self-Help Services. The incumbent appointed to this position is an unrepresented Contractor. The incumbent is responsible to provide facilitator services mandated by Family Code 10000-10015 which includes the development, planning, implementation, and administration of the Family Law Facilitator program providing legal services to litigants not represented by counsel. The incumbent also provides legal services to the Self-Help Center for self-representative litigants.

#### **DISTINGUISHING CHARACTERISTICS**

This contract is a combination contract performing two distinctly different areas of duties weighted 60% facilitator and 40% self-help. This position is seven (7) hours a day, two (2) days a week, forty eight (48) weeks annually. In the role of facilitator the incumbent facilitates and expedites family law proceedings related to child support, spousal support, paternity establishment/disestablishment, and health care insurance and expenses. In the role of Self-Help Attorney the incumbent facilitates and expedites proceedings related to dissolution, legal separation, nullity, parentage, child custody and visitation, property division, step-parent adoption, emancipation, civil harassment restraining orders, unlawful detainer actions, small claims, probate guardianships, and answers to limited civil petitions in accordance with applicable statutes, regulations and court policies. This position does not establish an attorney-client relationship or represent a party in court.

#### **ESSENTIAL DUTIES**

- Plans, implements, and administers Family Law Facilitator/ Self-Help program activities;
- Develops and implements operational policies and procedures;
- Designs content of, and conducts clinics on relevant topics for the public;
- Develop, plan, implement and administer self-help grant programs;
- Provide information and direction to litigants not represented by counsel on matter of process and procedure as the needs arise; to facilitate and expedite family law proceedings related to child custody and support, spousal support, and health insurance; assist with any other responsibilities to enable the court to be responsive to the litigants' needs and to assist them in obtaining meaningful access to services.
- Provide information on process and procedural matters to litigants through the delivery of programs;
- Draft stipulations to include all agreed upon issues related to family custody and support, health insurance and paternity issues;
- Provides educational materials to parents concerning the process of authenticating parentage and establishing, modifying, and enforcing child and spousal support in the courts;
- Provide educational material to the public and respond to public inquiries;

- Distribute necessary court forms and voluntary declarations; provides assistance in completing the forms and order after hearings;
- Provide referrals to the Department of Child Support Services and other community agencies and resources that provide services for parents and children;
- Prepare child support and spousal support calculations and schedules using required computer software and/or web based programs;
- Trains and oversees work of support staff, if any;
- Develop informational and legal documents to support all aspects of family law and specific civil proceedings;
- Maintain information needed for monthly statistical reports;
- Meet with court officials, state, and county departments, community organizations and others to assess the need and identify services that will assist the court in resolving child and support disputes and improve access to the user, family court for financially disadvantaged litigants or other litigants not represented by counsel;
- Establish and maintain effective working relationships with court staff and sister agencies;
- Perform other duties as directed.

**EDUCATION AND EXPERIENCE:**

Graduation from an accredited law school, active membership in the State Bar of California, five years of experience in the practice of law which must include substantial family law practice including litigation and/or mediation.

Extensive knowledge of Family Law principles and court procedures, program and policy development and implementation, family law related resources and referral services; case management practices; laws, regulation and professional practice relating to issues, disputes, and resolutions; legal terminology, court operations and courtroom procedure; and governmental and private community resources and referral agencies.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Read, understand, interpret and apply a variety of, Federal, State and local laws, rules, and regulations;
- Comprehensive knowledge of the justice system, ability to objectively analyze and interpret legal issues, principles and arguments, and control courtroom proceedings in a decisive, orderly, timely, and equitable manner, knowledge of legal principles and their application;
- Hearing rules and processes while providing fair and impartial information;
- Principles and practices of the court procedures with researching legal issues through various formats such as personal computers;
- Law-related resources and referral services for the Community as resources which may aid the Court and users;
- Respond appropriately to situations; develop appropriate conclusions and findings; reach sound and just decisions;
- Ability to handle a large number of persons/ cases effectively and efficiently;
- Is trained and experienced in use of the Child Support Calculator;
- Effective communication skills-verbal and written- in person, over the telephone and in written form in a clear and concise manner with public, attorneys, and judicial officers;
- Work within confines of the court's ethics and court's confidential environment. Maintain confidential information in accordance with legal standards and/or other regulations.

- Establish and maintain effective working relationships with management, other judicial officers and governmental agencies. Work effectively with and assist individuals of various ages and diverse cultural backgrounds. Exercise appropriate judicial temperament and demeanor; Deal tactfully and courteously with the public and legal representatives in providing information about court functions and proceedings.
- Trial and hearing procedures and rules of evidence in California, Pertinent federal and state family law, rules and regulations;
- Civil and family litigation and family law computer software programs and web-based programs;
- Legal principles and court procedures related to family law, guardianships and other areas of law appropriate to the position;
- In depth knowledge of Family Law and child support establishment, modification and enforcement process under Title IV-D of the Federal Social Security Act;
- Efficiently use relevant computer programs, legal research software and work processing software;
- Explore new ideas and innovative approaches in helping the court and/or litigants who represent themselves in court;

**SPECIAL REQUIREMENTS:**

While serving the Court, as a Family Law Facilitator/ Self-Help Center Attorney Contractor you are prohibited from practicing law in Calaveras County during their contract term. This includes prohibition from receiving fees and appearing in this court on behalf of another person.

Contractor’s invoices must be accompanied by documentation such as workers’ signed and approved timesheets to substantiate the work for which the invoice has been submitted.

Incumbent to pay cost of memberships in civic, community, and social organizations as a direct cost, with the approval of the private, local, state, or federal government and education and travel not provided by the Court.

Must successfully complete fingerprinting and criminal record background check.

Active membership in the State Bar of California.

Possession of a valid California Driver’s License.

Contractors providing services to the trial court must maintain and show proof of adequate insurance coverage before beginning work on any contract with the court. Examples of the types of insurance coverage generally maintained by reputable contractors include, but are not limited to:

- a) Workers Compensation and Employer’s Liability.
- b) Commercial General Liability including property damage and bodily injury.
- c) Automobile Liability – Owned, non-owned, and hired vehicles, including bodily injury and property damage.
- d) Professional Liability (e.g., errors and omissions) – Required if contractor provides professional/design services (e.g., attorneys, consultants, architects, engineers, etc.).

**JUDGMENT AND RESPONSIBILITY:**

Incumbents receive limited direction within a broad framework of policies and procedures, and standards may not be available or may be so general in nature that the incumbent must exercise considerable discretion with respect to assignments and duties. Assigned duties require the exercise of good judgment to choose among possible actions, often without clear

precedents and to be able to distinguish between providing neutral legal information verses legal advocacy/advice in order to preserve the impartiality of the Court. Erroneous recommendations, decisions, or failure to meet compliance and achieve objectives could result in substantial delays and considerable expenditure of resources. The Incumbent at all times will uphold the independence and integrity of the center or office in its conjunction with its role and recognize that they are representatives within the court and legal system and should avoid all acts of impropriety and the appearance of impropriety at all times. The incumbent is to perform their services impartially and diligently with respect and patience without bias and prejudice while providing competent legal information with full notification of limits of service and never making any public comment about litigants or about any pending or impending matter in the court. Never accepting any gifts, favors, bequests, loans from litigants whom they assist. Communications about purely procedural matters or the functioning of the court are allowed and encouraged, however the attorney/ Staff/ Volunteer must avoid all ex parte communication with the bench officer, except as provided in accordance with code.

**SUPERVISORY DUTIES:**

None

Some travel required using personal vehicle to pursue education and meetings.

**TYPICAL PHYSICAL REQUIREMENTS:**

- Ability to use a personal computer and its peripherals including keyboarding, mouse and monitor use for extended periods of time.
- Ability to grasp and manipulate files.
- Frequent hand and/or wrist motion.
- Frequent reaching at or above shoulder level.
- Ability to sit for extended periods of time; frequently stand and walk or otherwise move within the court;
- Normal manual dexterity and eye-hand coordination; corrected vision to normal range; verbal communication;
- Physical ability to lift, carry, push, and/or pull light to moderately heavy objects, sometimes weighing up to 20 pounds. Frequent need to reach for items above and below desk level, sometimes with the assistance of a ladder or step stool;

**SELECTION PROCEDURE:**

All interested parties must submit proof of active member of the California State Bar, resume and cover letter, which clearly demonstrates their qualifications for this position. Incomplete packets will not be accepted for consideration. Materials may be submitted by mail or personal delivery no later than **3:00pm May 27, 2016**, No postmarks accepted.

Calaveras Superior Court  
Attn: Karen Camper, Court Operations Manager  
400 Government Center Drive  
San Andreas, CA 95249  
(209) 754-6143  
[www.calaveras.courts.ca.gov](http://www.calaveras.courts.ca.gov)

**BACKGROUND CHECK:**

Any candidate offered a contract by the Calaveras Superior Court will be required to submit to Live Scan Fingerprinting as a condition of the contractual agreement, should an offer be made.

The selection process is subject to change. Candidates will be notified if changes are made. A screening panel will select a number of the most highly qualified candidates. Please note not all candidates will receive an interview. Those candidates selected by the panel will be invited to an interview.

**REASONABLE ACCOMMODATIONS FOR INDIVIDUALS WITH DISABILITIES**

The Calaveras Superior Court makes reasonable accommodation for the individual with disabilities including its obligation to ensure that only the essential duties of the position are required to be performed. Individuals with disabilities requiring any accommodations, in order to participate in the selection process, must inform the Calaveras Superior Court Administration Office. Also, those candidates needing such accommodations should document this request including an explanation as to the type and extent of accommodations needed to participate in the selection process and/ or perform the duties of the job for which they have applied.

*The contents of this class specification shall not be construed to constitute any express 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.*