



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

**Part-Time Managing Self-Help Attorney and Family Law Facilitator  
(up to .4 FTE/16 hours per week)  
\$54.42 - \$66.15/hour (5% pay increase September 2019)**

### **POSITION SUMMARY**

This is a professional level position that serves under the direction and authority of the Court Executive Officer, the incumbent oversees Facilitator/Self-Help Services. The incumbent appointed to this position is unrepresented and at-will. The incumbent is responsible to provide facilitator services mandated by California Family Code § 10000 et seq., 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 position is a combination performing two distinctly different areas of duties for facilitator and self-help services. 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 and emancipation, guardianships, unlawful detainers, restraining orders, expungements, and small claims 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**

- Supervision of paralegals, legal assistances, volunteers and/or in the Self-Help Center;
- Plans, implements, and administers Family Law Facilitator program pursuant to Family Code Section 10000 et seq.;
- Develops and implements operational policies and procedures;
- Trains and oversees the work of paralegals, legal assistance and/or volunteers, if any;
- May design 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 matters 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 inquires;
- 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;
- Develop informational and legal documents to support all aspects of family law 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;
- Attends training as offered and/or directed;
- 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;
- 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;
- 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 word processing software;
- Explore new ideas and innovative approaches in helping the court and/or litigants who represent themselves in court;
- Travel periodically.

**SPECIAL REQUIREMENTS:**

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

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.

**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:**

Provide training, guidance and oversight to support staff.

Some travel required to pursue education and meetings as well as mandatory training.

**WORKING RELATIONSHIPS AND CONTACTS:**

Establish and maintain congenial and cooperative working relationships. This position requires excellent interpersonal communication skills in dealing with the public; judicial officers, management, and staff; contractors; County personnel; and other agencies.

**Physical Requirements**

Must be able to sit for extended periods; frequently stand and walk; normal manual dexterity and hand-eye coordination; corrected hearing and vision to normal range; verbal communication; ability to push, pull, lift or carry objects weighing up to 25 pounds; ability to work under demanding conditions. The incumbent must be able to actively listen to information and testimony for long periods of time, including occasional periods of heightened mental and emotional stress. The incumbent must be able to occasionally drive to and from meeting and/or training locations.

This is an unrepresented, non-exempt position. Permanent part-time employees that work an average of less than 20 hours per week pay Social Security and are not members of the Public Employee’s Retirement System unless they are currently a member of CalPers or work more than 1000 hours or 125 days in a fiscal year. Appointments are normally made at the first step of the salary schedule. A one-year probationary period is standard. After successful completion of the one year probationary period, a 5% merit raise may be granted. Merit raises may be granted annually thereafter to the top step.

**APPLICATION AND SELECTION PROCESS:**

Complete a Calaveras Superior Court application form and submit to:

**Calaveras Superior Court  
Attn: Human Resources  
400 Government Center Drive  
San Andreas, CA 95249  
Telephone (209) 754-9800  
Fax (209) 754-6296**

Email: [hr@calaveras.courts.ca.gov](mailto:hr@calaveras.courts.ca.gov)

*Application forms may be obtained from the Calaveras Superior Court Website at:*

**[www.calaveras.courts.ca.gov](http://www.calaveras.courts.ca.gov)**

**Filing Deadline:** Open Until Filled

**Selection Process:** A screening panel will select the most highly qualified applicants. Those selected by the panel will be invited to an interview. The position will remain open until filled. If you believe you have a disability that would make it difficult to participate in any portion of the recruitment process and would require reasonable accommodation, contact Pamela James at 209-754-6140.

*Nothing contained within this document should be construed as an indication that the court will not engage in the interactive process to provide a reasonable accommodation for any qualified employee or applicant with a disability, in compliance with state and federal law.*