



The Superior Court of California County of Calaveras

Invites applications for the Position of

Family Law Facilitator (FLF) / Research Attorney (RA) (Full-Time Position)

Salary Range: \$115,860.43 - \$138,239.32 annually, \$4,456.17 - \$5,316.90 bi-weekly

Final Filing Date: Open until filled

THE POSITION

The family Law Facilitator (FLF) and Research Attorney (RA) position is a professional level at-will position.

Family Law Facilitator (FLF):

Under limited direction, this professional level position provides services mandated by Family Code 10000-10012 which includes the development, planning, implementation, and administration of a family law program providing legal services to litigants not represented by counsel. This position facilitates and expedites family law proceedings related to child support, spousal support, and health insurance matters as required by Family Law Facilitator statute and administers self-help services in all other areas of family law, guardianships, and conservatorships.

Eligible candidates must be active members of the California State Bar and have a minimum of five years' experience in the full-time practice of law. They also must have knowledge of laws related to services to self-represented litigants, as well as the ability to assist, work, and communicate effectively with self-represented litigants and customers in the Self-Help Center, Family Law Facilitator's Office, and Family Law Clinic.

Research Attorney (RA):

Under limited direction, the Research Attorney provides general legal support and advice to the Judges and Commissioners of the Superior Court including timely, detailed legal memoranda on behalf of the judicial officers. Analyzes civil motions and writs and civil and criminal appeals and makes recommendations for judicial action, drafts proposed orders explaining the bases of the Court's ruling, and performs additional work as required.

TYPICAL DUTIES (FLF):

Provide education materials to parents concerning the process of establishing paternity and establishing modifying and enforcing child and spousal support orders in the courts. Provide direct services to self-represented litigants in a wide range of family-related case types. Attend Family

Law Case Management calendar to assist Judicial Officers in the courtroom setting with management of cases involving two self-represented litigants. Distribute necessary court forms and voluntary declarations of paternity. Provide assistance in completing forms. Prepare support schedules based upon statutory guidelines. Provide referral to the Local Child Support Agency, Family Court Services, and other community resources that provide services for parents and children. Meet with litigants to mediate issues of child support, spousal support, and maintenance of health insurance. Draft stipulations to include all issues agreed to by the parties. Review paperwork, examine documents, and prepare support schedules. Prepare formal orders consistent with the court's announced ruling in cases where both parties are unrepresented. Assists the court with research and any other responsibilities which will enable the court to be responsive to litigants' needs. Prepare and submit mandatory quarterly reports to the Judicial Council regarding services provided under the AB1058 grant using the Family Law Facilitator Electronic Data system. Develop programs for bar and community outreach that will assist unrepresented and financially disadvantaged litigants in gaining meaningful access to family court. Develop innovative approaches to family law procedures. Establish and maintain effective working relationships with Judicial Officers, court staff and the Local Child Support Agency. Establish and maintain a cooperative relationship and effective referral base with legal and domestic violence resources in the community. Attend staff and other work-related meetings, workshops, seminars, and other continuing education opportunities as requested and required. Serve as a representative of the Court, displaying courtesy, tact, consideration and discretion in all interactions with other members of the Court community and with the public.

TYPICAL DUTIES (RA):

The duties listed below are examples of the work typically performed by employees in this class. The list is not exhaustive. The Research Attorney may perform any or all of the listed duties, and may be assigned additional duties that are not listed below.

1. Independently gathers information involving civil motions, writs and/or appellate division matters on the court's calendar by reviewing case files, legal briefs and exhibits, and conferring with other court staff.
2. Identifies, researches and analyzes controlling facts and legal issues raised by the action; conducts independent legal research as needed to clarify issues, resolve conflicting legal authorities, and reach sound decisions.
3. Prepares comprehensive legal memoranda for the judicial officers detailing the relevant facts and legal issues, assess the strength and weaknesses of the parties' arguments, and recommends judicial action.
4. Drafts proposed and final orders and judgments for review by the court; indexes memos and legal research documents for future consultation.
5. Consults with judicial officers on procedural and substantive legal issues.
6. Brings errors in the filing of papers or scheduling of motions to the attention of appropriate Court staff. Reviews information regarding cases in the Court's civil case management system.
7. Reviews and monitors changes in State statutes and rules to ensure the compliance of local rules; considers, recommends, and drafts new local rules which would ensure better functioning of the Law and Motion and the Appellate Divisions.

8. Meets and confers with Research Attorneys from other Superior Courts, the Court of Appeals, and the Supreme Court.

SUPERVISION EXERCISED AND RECEIVED:

The selected candidate shall report to the Court Executive Officer or designee.

EMPLOYMENT STANDARDS/TYPICAL QUALIFICATIONS:

An eligible candidate must be an active member of the California State Bar and have a minimum of five years' experience in the full-time practice of law. The ideal candidate will possess knowledge and abilities consistent with the highest standards of the legal profession.

Minimum Qualifications:

Education/Experience:

- Graduation from an accredited law school.
- Active membership in good standing in the State Bar of California for a minimum of five (5) years prior to appointment, or in any state and California for a combined period of not less than five (5) years, unless inactive membership due to previously holding the position of judge, referee or commissioner.

Licenses:

- Active member of the California State Bar in good standing.
- Possession of a valid California driver's license.

Other Requirements:

- Citizenship in the United States.
- Residency in the State of California.
- Incumbents cannot engage in the active practice of law either for compensation or on a pro bono basis while employed in this position by the Superior Court.
- Pass pre-employment fingerprint and professional background checks.

Knowledge of:

- Legal principles, precedents, and applications as applied to judicial procedures.
- Legal research methods, practices and techniques; California and Federal case law; law and legal principles and practices for the conduct of pre-trial, trial, and appellate proceedings; rules of evidence and rules of court; judicial ethics; case management, processing and calendaring practices within the local courts.
- Judicial system including, but not limited to, procedures in family (including guardianships), civil, juvenile, criminal, and probate law, codes, and statutes.
- California Codes such as Family Welfare and Institutions, Vehicle, Penal, Evidence, Civil, Civil Procedure, and Rules of Professional Conduct.
- California Rules of Court and procedures related to the acceptance of pleas, rulings, sentencing and disposition of criminal cases.
- Court procedures, protocols, and calendaring practices.
- Legal research methodology and writing.

- Trial Court administration.
- Policy and procedure creation and implementation.
- Public sector employment law, labor unions, labor negotiations.
- Contract and procurement law.
- Computer assisted legal research.

Ability to:

- Read, understand, and objectively analyze and interpret legal issues, principles and arguments.
- Communicate orally and in writing in a concise, effective and professional manner.
- Exercise appropriate temperament and demeanor.
- Effectively handle pressure in difficult and unexpected situations by responding in a calm and rational manner.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain confidentiality of sensitive information in the course of work.
- Assist in developing court policy and procedures.

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, 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.

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.

COMPENSATION AND BENEFITS:

- The Court offers health, vision, and dental insurance plans for the employee and qualifying family members.
- 22 days of PTO per year.
- Up to 14 Holidays, 2 Float Holidays
- The court provides a defined benefit retirement plan through California Public Employees' Retirement System (CalPERS).

HOW TO APPLY:

Applications are available on the web at www.calaveras.courts.ca.gov, or in-person at 400 Government Center Drive, San Andreas, CA, 8:15 a.m. to 3:00 p.m.

All applicants must submit a completed Superior Court of California, County of Calaveras employment application, curriculum vitae, cover letter, writing sample, and a completed response in narrative form to the Supplemental Questions listed below. Incomplete application packets will not be accepted for consideration.

Application and materials may be submitted by regular mail or e-mail.

Address:

Calaveras Superior Court
400 Government Center Drive, San Andreas, CA 95249
Attn: Human Resources
Email: hr@calaveras.courts.ca.gov
Telephone: 209-754-6140

The selection process is subject to change. Applicants will be notified if changes are made. A screening panel will select a number of the most highly qualified applicants. Those selected by the panel will be invited to an interview. Position will remain open until filled.

The selected applicant will be subject to a background check, which may include and may not be limited to a Livescan. Employment is contingent upon a satisfactory background check.

Equal Opportunity Employer

Calaveras Superior Court is committed to the principle of equal employment opportunity to all persons with respect to hiring practices, compensation, benefits, promotional opportunities, and other terms and conditions of employment regardless of race, color, national origin, ancestry, religion, sex, disability, medical condition, age, marital status, or political affiliation, as required by applicable federal and state laws.

If you have any questions, please feel free to contact Human Resources at:
hr@calaveras.courts.ca.gov, or 209-754-6140.

If you require accommodations in the application or interview process, contact Human Resources at the number listed above before the deadline posted on the job announcement.

Supplemental Question:

Responses to the following supplemental question must be provided: Please limit your response to no more than one (1) typed page.

1. Describe the personal characteristics and professional practices you believe a Family Law Facilitator/Research Attorney should possess.