



**Superior Court of the State of California
County of Kings
1640 Kings County Drive, Hanford, CA 93230
(559) 582-1010 Extension 6021**

Job Announcement

Family Law Facilitator / Self-Help Center Attorney Part-Time

Salary is Commensurate with experience & is negotiable

JOB OPPORTUNITY

The Superior Court of California, County of Kings, has one opening for a part-time benefited (50%) position (2.5 days a week) for an Attorney for the Family Law Facilitator / Self-Help Center program. This is established as a FLSA Exempt and At-Will position. Position is located at the Hanford Courthouse.

POSITION SUMMARY

This is a Family Law Facilitator / Self Help Center Attorney position under the general direction of the Presiding Judge or Court Executive Officer. This professional level position is responsible for the oversight and day-to-day operation of programs providing legal services to litigants not represented by counsel. The position is responsible for meeting all grant related requirements of Family Law Facilitator's Office and the Self-Help Center.

The Family Law Facilitator (Attorney) provides services mandated by Family Code 10000-10012. As the Family Law Facilitator, the incumbent facilitates and expedites family law proceedings related to child support, spousal support, paternity establishment and disestablishment, and health care insurance and expenses.

As the Attorney for the Self-Help Center, the incumbent facilitates and expedites proceedings related to dissolution, legal separation, nullity, parentage, child custody and visitation, property division, step-parent adoption, domestic violence restraining orders, probate guardianships, and answers to limited civil actions, unlawful detainers, small claims, and conservatorships. The Attorney also recommends, develops, implements and coordinates all aspects of the Court's public access and outreach efforts in conjunction with the Civil Division Manager who oversees the Self-Help Center & the Court employees assigned to the Self-Help Center.

SUPERVISION RECEIVED AND EXERCISED

The Family Law Facilitator / Self-Help Center Attorney's immediate supervision is provided by the Court Executive Officer. Attorney will work in conjunction with the Manager of the Civil Division as directed by the Court Executive Officer. Attorney may train staff/volunteers assigned

to the Family Law Facilitator's Office and Self-Help Center to meet Grant funded objectives. If funding is not provided or reduced, the Court Executive Officer reserves the right to reduce the salary or eliminate the position due to budgetary reasons.

ESSENTIAL DUTIES *include, but are not necessarily limited to:*

- Develop, plan, implement and administer a Family Law Facilitator Program pursuant to Family Code Section 10000 et seq.
- Responsible for the overall development, planning, implementation and administration of programs designed to provide support services to self-represented litigants in various areas of family law (including guardianship and step-parent adoption) and (to a lesser extent) in limited civil actions.
- Meet with Court officials, community-based legal service organizations, and others to assess the need for and identify services that will assist the Court in resolving all manner of family law disputes and improve Court access for financially disadvantaged litigants.
- Develop and provide direct services to clients referred by the Court or seeking assistance, including:
 - Meet with litigants to mediate issues of child support, spousal support, and maintenance of health insurance;
 - Prepare support schedules based on statutory child support guidelines and local rules governing the establishment of temporary spousal support;
 - Draft stipulations and orders addressing issues agreed to by the self-represented litigants, including marital status termination, paternity establishment, child support, spousal support, property division, and establishment of guardianship;
 - Pre-hearing calendar file review; preparation of support schedules prior to and/or at hearings; and, preparation of recommendations to the court regarding whether matters are ready for hearing;
 - Prepare formal orders and judgments consistent with the Court's announced order in cases where both parties are unrepresented;
- Develop, plan, implement and administer self-help grant programs with the Manager of the Civil Division.
- Assist the Court with research, providing information and direction to litigants, and assisting the Court in being responsive to the litigants' needs so that litigants are assured of obtaining meaningful access to Family Court.
- Develop programs for the Bar Association and community outreach.
- Develop and train staff/volunteers as needed to meet Grant requirements.
- Assists the Family Law Department as directed.
- Maintain records and prepare monthly and quarterly narrative and statistical reports to the Court Executive Officer and to the Judicial Council of California, that shall include budget reports, a summary of project activity during the period covered, the number of clients served, the types of services rendered, and any other information required by the Court or the Judicial Council of California.
- Seek funding for and assist in the development of innovative programs and community outreach that will assist self-represented and financially disadvantaged litigants in gaining meaningful access to the Court.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Local, State, and Federal laws, rules, and procedures.
- Family law procedure, child support establishment and enforcement process, child support law, and operation of Uniform State Child Support Guidelines.
- Basic understanding of legal and psychological issues related to domestic violence.
- Principles and practices of organizations, administration, and management of office personnel.
- Rules of evidence and conduct of proceedings in trial and appellate courts of California and the United States and before administrative bodies.
- Principles of family law.
- Principles, methods, materials, and practices of legal research.
- Process and procedures of various areas of the Court, including procedures, forms, and documents used in court cases.
- Family Law software programs and data base information systems.
- Project planning and management principles.
- Principles, methods, and processes involved in obtaining and managing grants and contracts.

Skills and Abilities to:

- Establish and maintain effective working relationships with the judicial officers, court staff, public and private agencies.
- Work independently.
- Present statements of fact and law.
- Plan and manage the work of support staff
- Work effectively, patiently, and directly with a diverse population including those who are unable to read, have emotional and cognitive limitations, those under duress due to legal, financial and personal problems, those with learning and/or physical disabilities or limitations, those who speak languages other than English, and those clients who are confused, angry, hostile, or frustrated with the legal system.
- Write clear and concise directions regarding filing and service requirements; Communicate effectively with litigants, staff, judges, attorneys, and other service providers.
- Perform other related duties as assigned.
- Proficiency in family law support software programs and in family law forms.
- Bilingual skills in conversational Spanish are highly desired.

MINIMUM QUALIFICATIONS:

Education: Requires achievement of Juris Doctorate Degree and active membership in the California State Bar

Experience: Minimum of 5 years of post-Bar membership practice of law, including family law litigation and/or mediation experience

Substitution: Additional experience, skill, or background appropriate to the community may be substituted to fulfill the experience requirement as determined by the Presiding Judge or Court Executive Officer

PHYSICAL REQUIREMENTS & WORK ENVIRONMENT

The physical requirements described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the individual is frequently required to use dexterity and coordination utilizing hands to

finger, handle or feel objects, use a computer keyboard, view a computer monitor, handle files, single pieces of paper, stacks of papers, and reference and other materials; reach with hands and arms; and stoop and kneel. Hearing and speaking are needed to listen effectively and to talk with individuals in person and by phone. Specific vision abilities required by this job include close vision, distance vision; color vision, peripheral vision, depth perception, and the ability of adjust focus.

The individual is frequently required to sit, stand, and move from place to place within the office. The employee is occasionally required to lift and/or move objects weighing up to twenty-five (25) pounds and reach for items above and below desk level. Lifting of objects weighing in excess of twenty-five (25) pounds will require team lifting. The noise and traffic level in the work environment are similar to a busy business office.

Normal business hours of the Court: 8:00 a.m. to 5:00 p.m., Monday through Friday. The Self-Help Center / Family Law Facilitator office is open from 8:00 A.M. to 4:30 P.M. weekly. The Family Law Facilitator hours are 20 hours per week.

PREFERRED QUALIFICATIONS

- Knowledge of Family Law software programs in California
- Bilingual in conversational Spanish

SPECIAL REQUIREMENTS

Must possess a valid California Class ‘C’ driver’s license. Have the ability to qualify for security clearance through fingerprinting, traffic, and criminal record background investigation, random drug testing and regular TB testing. Have the ability to use office equipment including computer, telephone, calculator, copier and fax machine. Travel will be required inside and outside of Kings County to attend meetings, conferences, and trainings.

BENEFITS:

The Court offers a benefit package to its regular part-time employees (pro-rated if not hired at the beginning of the plan year); accrued sick/vacation (accrual based on hours worked); a Flexible Benefit Plan (50%) to purchase a variety of health insurance plans and related benefits such as Medical Insurance, Dental Insurance, Vision Insurance, Deferred Compensation, Administrative Leave (20 hours), Medical Reimbursement, Dependent Care Reimbursement, Life Insurance, Cancer Policy, and Short-term/Long-term Disability. A Retirement Plan is provided [2% at age 62] through California Public Employees Retirement System [P.E.R.S.]. A Classic P.E.R.S. Member Retirement Plan is offered [2% at age 55] only if the employee does not have a six-month break in service as a previous CalPERS member or retirement plan member that is reciprocal with P.E.R.S. An Employee Assistance Program is also provided. There are

13 Court approved holidays. The Attorney will receive 4 hours paid per holiday that fall only on Attorney's normal work schedule.

CLOSING DATE: *Open until filled.*

Application materials must be submitted in person or by mail by the filing due date. A résumé or faxed application cannot substitute for an original Court application.

The Court Application is available on-line at our website: www.kings.courts.ca.gov. For further information or to receive an application in person or by mail (applications only mailed to individuals residing outside of Kings County), please contact:

Superior Court of the State of California,
County of Kings
Attn: Human Resources Division
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Hanford, CA 93230
(559) 582-1010 Extension 6021
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EOE/AA Employer

[This is not an offer of employment by the County of Kings or State of California]