



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

## **Job Announcement**

# **SELF HELP CENTER LEGAL ASSISTANT**

***Starting Salary: \$48,644***

**Bilingual: Spanish Preferred**

### **JOB OPPORTUNITY**

The Superior Court of California, County of Kings, has one full-time opening for a Self-Help Center Legal Assistant; this is established as a Non-Exempt position.

### **POSITION SUMMARY**

This position works closely with the Self-Help Center attorney, judicial officers, county agencies, court staff, and self-represented litigants and is fully competent to perform routine legal support work and other related duties as assigned.

### **ESSENTIAL DUTIES**

- Prepares a variety of correspondence and general written materials.
- Organizes own work, sets priorities, and meets critical deadlines.
- Provides direct support to the Self-Help Center attorney and Paralegal.
- Interacts/communicates with public, judicial officers, and court staff in the processing of documents.
- Provides information on court procedures, answers inquiries, explains legal filing processes and explains fees and fines.
- Reviews files to ensure that documentation is procedurally correct and in compliance with appropriate laws and local rules; notes deficiencies; contacts appropriate persons to resolve problems and issues.
- Provides assistance to self-represented litigants in completing forms, explaining terms/procedures including but not limited: parentage, marital dissolution, agency support services, domestic violence, probate, unlawful detainers, civil and small claims matters.
- Supports the Paralegal in conducting workshops on preparing forms and educating self-represented litigants on necessary process steps.
- Maintains the Self-Help Center supplies and equipment.
- Answers phones, make appointments and directing calls as necessary.
- Compiles all statistical data based completed intake and evaluations forms.
- Provides the public with general information about the Court.
- Provides case status information to the clients of the Self-Help Center.

- Helps the public with computer usage and distribution of educational materials.
- Maintains the confidentiality of Court records, understands the ethical requirements of the position.
- Performs triage functions for litigants including explanations of due process requirements and provide appropriate paperwork to parties.
- Examines files and documents in pending probate matters set for hearing in court, verify proper form, content, accuracy, and procedural requirements for compliance with statutes and local rules.
- Works with self-represented litigants to resolve problems.
- Answers general questions in person and by telephone about Self-Help Center procedures.
- Performs the administrative functions associated with the self-help center; Serve as a liaison with Other divisions within the court.
- Establishes and maintains effective working relationships with community agencies.
- Establish and maintain a cooperative relationship and effective referral base with legal and domestic violence resources in the community.
- Attends work-related meetings, workshops, seminars, and other continuing education opportunities to stay informed of legal updates.
- Performs all other job-related duties as assigned.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Have a familiarity with California statutes, codes, court processes and rules of court, and principles of civil, criminal, constitutional, and administrative law. Possess general knowledge of principles, practices, methods, and materials of legal research and analysis.

Knowledge of:

- Standard legal reference materials.
- Legal office terminology, processes, procedures, and the format for legal documents.
- Techniques of interviewing, often when relations may be strained.
- Record keeping, report preparation and filing methods.
- Correct English usage, including spelling, grammar, punctuation and vocabulary.
- Office administrative practices and procedures, including filing, business letter writing and the operation of common office equipment.

Skill and Abilities in:

- Performing basic legal research from varied sources.
- Interviewing individuals of various socioeconomic backgrounds in difficult situations.
- Preparing a variety of legal documents.
- Using initiative and sound independent judgment within established guidelines.
- Organizing and maintaining accurate records and files.
- Organizing work, setting priorities, meeting critical deadlines, and following up on assignments.
- Establishing and maintaining effective working relationships with those contacted in the course of work.
- The ability to work independently as well as closely with others.
- Ability to type at a speed of 45 net words per minute.

## **MINIMUM QUALIFICATIONS**

### **Education / Experience:**

- A Certificate from a paralegal program certified by the American Bar Association (ABA); or
- A bachelor's degree and either one year of experience working with a licensed attorney or providing self-help services under the supervision of an attorney; or
- A high school diploma or general equivalency diploma and either two (2) years of experience working with a licensed attorney or two (2) years of providing self-help services under the supervision of an attorney; or
- A high school diploma or general equivalency diploma and three (3) years or working for a California court; plus, a minimum of 20 hours of additional training in the areas of substantive and procedural law where assistance is provided by the self-help center, as well as legal and judicial ethics. The managing attorney should determine the manner of the training.
- Any equivalent combination of training, education, and experience which demonstrates possession of and competency in requisite knowledge and abilities as determined by the Court.

## **SPECIAL REQUIREMENTS**

Must possess a valid California Class 'C' driver's license. Ability to qualify for a security clearance through fingerprinting, traffic and criminal record background investigation, pre-employment drug screen. Ability to use office equipment, including computer, telephone, calculator, copier and fax machine. Travel may be required outside of Kings County to attend meetings, conferences, and training(s).

## **EMPLOYEE BENEFITS:**

The Superior Court provides a comprehensive package of employee benefits. Our programs include medical, dental and vision insurance, health and dependent care flexible spending accounts, term life insurance, long term disability and accident insurance and other employee benefits. The court makes considerable contributions to health and retirement benefits on behalf of the employees.

### **The court also provides:**

- Paid Holidays- Full-time court employees receive 14 paid holidays
- Paid Sick Leave- Full-time court employees accrue 10 – 16 days (based on years of service)
- Paid Vacation Leave- Full-time court employees accrue 10 – 25 days (based on years of service)

**Health Insurance:** The court offers three levels of medical coverage for employees to elect. The court pays 100% of the employee medical, dental and vision premiums and contributes a substantial amount towards dependent(s) coverage. Employees who waive court-sponsored medical insurance and who provide proof of other group medical insurance are eligible to receive \$274 per pay period (24 periods per year).

**Life Insurance:** The court gives you the ability to help financially protect your family/beneficiaries with Life and Accidental Death & Dismemberment (AD&D) Insurance. You have the option to supplement the court-paid \$15,000 policy with life insurance for family members and additional coverage for yourself through Voluntary Life Insurance.

**Retirement:** The court pays a considerable bi-weekly contribution on behalf of the employee to California Public Employee Retirement System (CALPERS). All regular employees are required to enroll in CALPERS and contribute 7.25% bi-weekly for the defined benefit plan [2% at age 62].

**Deferred Compensation:** The court offers employees the ability to participate in 457 deferred-compensation plan.

**Employee Assistance Program (EAP):** The court provides employees with support for a wide variety of challenges through EAP. Benefits include up to three (3) sessions, every six (6) months of face-to-face confidential counseling.

**CLOSING DATE:**

Friday, June 28, 2024, at 5:00 pm

**REQUIRED APPLICATION MATERIALS:**

- Letter of Interest
- Resume
- Court Application

A resume sent without the additional required application materials will not be reviewed.

Application materials must be submitted as a **single e-mail attachment in PDF format** to court email: **personnel@kings.courts.ca.gov** or by mail:

Superior Court of the State of California  
County of Kings  
Attn: Human Resources Division  
1640 Kings County Drive  
Hanford, CA 93230  
(559) 582-1010 Extension 6021

The Court Application is available on our website: [Employment | Superior Court of California | County of Kings](#)

**EOE/AA Employer**

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