



**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 PARALEGAL

Starting Salary: \$ 55,945

JOB OPPORTUNITY

The Superior Court of California, County of Kings, invites applications from qualified individuals interested in working as a Paralegal performing a variety of legal work related to helping self-represented litigants in the Courts self-help center under the direction of a licensed attorney and Civil/Family Law Manager.

ESSENTIAL DUTIES include, but are not necessarily limited to:

1. Provide information to parents concerning the process of establishing paternity.
2. Provide assistance to judicial officers and general public in completing court forms and other documents.
3. Distribute information on the (legal) effect of voluntary declarations of paternity and challenges to the same.
4. Draft Stipulations to include issues agreed to by the parties.
5. Maintain effective working relationships with judicial officers, court staff, justice partners and self-represented litigants.
6. Provide referrals to the District Attorney's Office, including Victim Witness Unit and Child Abduction Unit, as well as other community resources that provide various services to parents and/or children.
7. Maintain a cooperative relationship and effective referral base with legal and domestic violence/abuse resources.
8. Explain child support calculation issues with self-represented parties and the requirements for waivers of guideline child support. Facilitate discussion of possible settlement options; work with Kings County Department of Child Support Services to foster settlements without contested in court litigation.
9. Understand the role of and services provided by the Department of Child Support Services. Be familiar with DCSS forms, pleadings, procedures, and time frames.
10. Provide information and assist with paperwork to establish, modify and enforce child and spousal support orders.
11. Support CARE (Community Assistance, Recovery and Empowerment) Court by completing required training, and assistance to the public with related services.
12. Organizes own work, sets priorities and meets critical deadlines; maintains the confidentiality of Court records; understands the ethical requirements applicable to a paralegal position in the legal system.

13. Review court forms and pleadings to ensure compliance with state laws and local rules. Be familiar with Kings County Superior Court Local Rules.
14. Provide assistance to self-represented litigants in completing forms and explaining legal terms and procedures relating to parentage, dissolution of marriage, legal separation, child custody and visitation, child and spousal support, property divisions, guardianships, conservatorships, adoptions, landlord/tenant matters, probate of estates, civil litigation, various types of restraining/protective order cases (domestic violence, elder abuse, civil harassment, workplace violence, and school violence).
15. Explain to self-represented litigants common court procedures, conduct of court hearings, how to obtain court hearing dates including trial dates, service of process requirements and the related documents, notice requirements.
16. May conduct workshops on how to prepare various court forms, how to conduct court hearings, and assist Self-Help Center attorney/Family Law Facilitator with any self-represented litigant workshops.
17. Assist self-represented litigants with probate matters (estates, guardianships, conservatorships).
18. Understand, interpret, and apply pertinent provisions of statutes, court rules, and policies.
19. Monitor changes to laws and Court Rules (local and state) and implement related procedural changes.
20. Attend work-related meetings, workshops, seminars, and other continuing education opportunities in order to stay informed of legal updates and best practices.
21. Serve as a representative of the Court, displaying professionalism, courtesy, tact, consideration and discretion in all interactions with the public and the Court community.
22. Performs other job-related duties as assigned by the Self-Help Center Attorney/Family Law Facilitator or Director of Administrative Services.

MINIMUM QUALIFICATIONS

The combination of education and experience as follows are the minimum qualifications:

Posses certificate from a 24-month paralegal program certified by the American Bar Association.

OR

Bachelor's degree from an accredited educational institution and either one year of experience working with a licensed attorney or one year of providing self-help services under the supervision of an attorney;

OR

High school diploma or equivalent and three years of experience working with a licensed attorney or three years providing self-help services under the supervision of an attorney;

OR

High school diploma or equivalent and three years of experience working for a California court, plus a minimum of 24 Semester or equivalent units in law-related courses that have been accredited by a national or regional accrediting organization.

PREFERRED EXPERIENCE

Two (2) years legal clerical experience involving working knowledge of general court procedures.

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, and random drug testing. Ability to sit for extended periods; frequently stand and walk; normal manual dexterity; eye-hand coordination; lift and move objects weighing up to twenty (20) pounds; verbal communication; use of office equipment, including computer, telephone, calculator, copier, and fax machine. Travel may be required outside of Kings County to attend meetings, conferences, and trainings.

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 time-off:

- 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) in-lieu of court-sponsored medical insurance.

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, April 5, 2024, at 5 p.m.

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 email 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: www.kings.courts.ca.gov. Click on the General Information tab and then click on Employment.

EOE/AA Employer

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