

**Superior Court of California,
County of Yolo**

Job Announcement

**Self-Help Attorney
(Half-Time, 0.5 FTE)
Recruitment # 15-22**

**Monthly: \$3,187
Annually: \$38,250**

Closing Date: Wednesday, December 2, 2015 at Noon

POSITION SUMMARY

Under the direction of the Family Law Facilitator/Family Court Services Manager, the Self-Help Attorney 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 petitions. This position is at-will and the incumbent serves at the pleasure of the court.

Incumbents receive work assignments and report directly to the Family Law Facilitator/Family Court Services Manager.

ESSENTIAL DUTIES include, but are not necessarily limited to:

- Develop and provide direct services to clients referred by the Court or seeking assistance, including:
 - Meet with litigants to mediate issues of child custody, property division, and spousal support.
 - Draft stipulations and orders addressing issues agreed to by the self-represented litigants, including marital status termination, paternity establishment, child custody, spousal support, property division, and establishment of guardianship
 - Pre-hearing calendar file review; 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
- May direct law students in the Externship program
- Perform other related duties as required by business needs.

(Reasonable accommodation will be made when requested and determined by the Court to be appropriate under applicable law.)

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge

- 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
- 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, landlord/tenant law, general civil, and limited civil
- Principles, methods, materials, and practices of legal research
- Processes 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

Skills and Abilities:

- Establish and maintain effective working relationships with the judicial officers, court staff, public and private agencies
- Work independently
- Present statements of fact and law
- 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 Spanish are highly desired

EMPLOYMENT STANDARDS

Education: Requires achievement of Juris Doctor 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

PHYSICAL REQUIREMENTS & WORK ENVIRONMENT

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- *Physical Demands* -While performing the duties of this job, the employee is 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 the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee 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.
- *Work Environment* – The noise level and traffic level in the work environment are similar to a busy business office.
- Normal business hours: 8:00 a.m. to 5:00 p.m., Monday through Friday. This position is FLSA Exempt.

BENEFIT PACKAGE

The Benefit Package listed below will be pro-rated for Part-Time employees based on FTE:

- CalPERS retirement (specific benefit determined per California Public Employee Retirement System regulations)
- Employees participate in Social Security, Medicare and State Disability Insurance.
- The Court offers access to CalPERS health insurance (7 HMOs and 3 PPOs), Dental and Vision insurance.
- A benefit stipend is provided that covers a substantial portion of the cost of family coverage for health, dental and vision. Any unused portion of the benefit stipend will be paid to the employee as taxable earnings.
- Deferred compensation plans are available.
- A flexible spending account is available for qualifying medical or dependent expenses.
- The Court provides a \$10,000 life insurance policy and a \$10,000 accidental death and dismemberment policy at no cost to employees. Employees may purchase additional coverage for themselves and dependents.
- Sick leave is earned at the rate of 8 hours per month
- New employees are granted 40 hours of vacation after 6 months of continuous employment, thereafter the rate of vacation accrual is 80 hours per year. The vacation accrual rate increases to 120 hours after 3 years. Accrual increases by 8 hours at the 6, 9, 12, 13, 14, & 15 year marks. Vacation balance is capped at 320 hours.
- Additional benefits include up to 32 hours of floating holiday leave, 40 hours of administrative leave, 13 paid holidays, and a comprehensive and confidential Employee Assistance Program.

RECRUITMENT PROCESS:

To be considered for this position, job applicants are required to submit the following by the closing date of this announcement:

- **Completed Yolo Superior Court application form**
- **Resume**
- **Cover Letter**
- **Writing Sample (not to exceed 5 pages, with confidential information withheld)**

Human Resources will review applications. Applicants who are successful in the application screening phase may be contacted by phone or email and asked to participate in an oral interview conducted by a panel of subject-matter experts.

Yolo Court application forms are available on the Court's website, www.yolo.courts.ca.gov or may be picked up from the Human Resources Department at 1000 Main Street, Rm 3501 Woodland CA, 95695. Completed application materials may be submitted in any of the following ways:

- Email to humanresources@yolo.courts.ca.gov
- Mail to Yolo Court Human Resources, P.O. Box 1290, Woodland CA, 95776
- Drop off at the Human Resources Department at 1000 Main St, Rm 3501 in Woodland
- Fax to Court Human Resources at 530-406-6883.

Completed application materials must be received by the Human Resources Department by the closing date for consideration.

For more information contact a Human Resources representative at 530-406-6881.