



Superior Court of California
County of Lake
Courthouse
255 North Forbes Street
Lakeport, California 95453-4759
(707) 263-2374 x2860
An Equal Opportunity Employer

KRISTA D. LEVIER

CLERK OF THE COURT
JURY COMMISSIONER

**IS ACCEPTING APPLICATIONS
FOR PART-TIME
FAMILY LAW FACILITATOR/SELF-HELP PARALEGAL**

All applicants must submit a completed Superior Court of California, County of Lake application form and a typing certificate completed within the last year showing a corrected rate of at least 45 words per minute.

OPENING DATE: 9/14/2020

CLOSING DATE: Until Filled

SALARY Hourly: **\$18.15-\$22.06** Monthly: **\$2,516.86-\$3,059.06**

COVID-19 CONSIDERATIONS

During the COVID-19 Pandemic, facial coverings and social distancing are required. Self-Help office is temporarily closed to the public, but is assisting litigants by phone and email.

EMPLOYEE BENEFITS (Based on 1,664 annual hours)

PERS retirement plan integrated with Social Security, subject to the recently enacted pension reform legislation; generous contribution toward employee health, dental, vision, and life insurance coverage (typically covers employee coverage in full); 67 hours per year paid vacation, increasing upon length of service; 76 hours per year paid sick leave; paid holidays that fall on scheduled work days; 7 paid floating hours per year.

DEFINITION

This position is a part-time, grant-funded position that assists litigants in self-help legal programs and reports to and receives direction from the SHARP program management and court management. Under general supervision, performs paraprofessional legal support work including legal research, interviewing clients, preparing standard documents, assisting in case preparation and other technical assistance on matters before the court.

32 hour work week (~1,664 annual hours)

Scheduled hours: Monday, Tuesday, Wednesday, and Thursday 8:00 – 5:00pm

CLASS CHARACTERISTICS

Family Law Facilitator / Self Help Paralegal – (211a) This position works closely with the Self Help Center attorney, judicial officers, private attorneys, county agencies, court staff, and self-represented litigants and is fully competent to perform a wide range of complex support work

for the Court. Although this is not a supervisory classification, an incumbent may direct the work or training of others in legal/Court procedures and techniques. Performs routine support

TYPICAL DUTIES

(The following does not include all of the duties that may be performed.)

Depending upon the assignment, duties may include, but are not limited to the following:

1. Develops legal tools and processes and obtains support for enactment of the same in order to promote efficient case management.
2. Explains legal procedure and process to self-represented litigants one-on-one and in group/workshop situations, on a variety of topics appropriate to the Self-Help Center.
3. Reviews court files to determine the status of cases; identifies correct court forms for use by self-represented litigants; assists litigants in preparing forms.
4. Assists supervising attorney in reviewing changes in legislation and case law; examines, reviews and analyzes local rules and forms for compliance with procedural requirements of statutes, codes, rules, and policies; conducts basic legal research, including locating statutes and relevant case citations; prepares reports, memoranda and performs special studies.
5. Assists supervising attorney with communication and collaboration of court services and other local resources; compiling and maintaining department statistical information; evaluating and analyzing department procedures and protocols preparing and maintaining department procedural manual; developing and conducting community outreach and educational programs.
6. Performs administrative support to the supervising attorney.
7. Under direction, may mentor, train, and/or supervise clerical and other paralegal staff, and work directly with judges and court administrators.
8. Performs other duties as assigned.

EDUCATION AND EXPERIENCE

Any combination of education and experience or training that is likely to provide the necessary knowledge, skills, and abilities for satisfactory job performance.

Examples of satisfactory education, experience and training include:

- Completion of an accredited paralegal training program or an equivalent degree.

OR

- Four years of journey level experience as a legal secretary with family law experience.

KNOWLEDGE OF

- Legal research techniques and 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.
- Business arithmetic, including percentages and decimals.
- Office administrative practices and procedures, including filing, business letter writing and the operation of common office equipment.
- Family law software programs and data base information systems

ABILITY TO

- Perform basic legal research from varied sources.
- Prepare a variety of legal documents.
- Use initiative and sound independent judgment within established guidelines.
- Organize and maintain accurate records and files.
- Organize work, setting priorities, meeting critical deadlines, and follow up on assignments.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Work independently as well as closely with others.
- Work effectively, patiently, and directly with a very diverse population of litigants
- Write clear and concise direction regarding filing and service requirements; communicate effectively with litigants, staff, judges, attorneys, and other service providers
- Operate personal computer and related software

PHYSICAL DEMANDS

Most positions are primarily desk jobs which may require sitting for long periods of time. Physical demands include occasional lifting and/or moving up to 50 pounds, standing, walking, some stooping, bending, and squatting.

SPECIAL REQUIREMENTS

- A California driver's license is required. However, this requirement will be reviewed on a position basis in accordance with ADA regulations.
- Ability to type at a corrected rate of 45 words per minute. A current, valid keyboarding certificate must be submitted with the application. The certificate must have been completed within the last year in order to be considered current.

WORKING CONDITIONS

May be required to

- Attend meetings outside of normal working hours.
- Work occasional evening and weekend hours.
- Travel to branch office and statewide as necessary.

FLSA STATUS:

Exempt

SELECTION PROCEDURE

Application forms may be obtained from the Court's website www.lake.courts.ca.gov or the Court Clerk's office at either court location: 255 North Forbes Street, 4th Floor, Lakeport, California or 7000 A South Center Drive, Clearlake, California, or by calling (707) 263-2374 x2860.

All applicants must submit a completed Superior Court of California, County of Lake, application form and a typing certificate completed within the last year showing a corrected rate of at least 45 words per minute. It is not acceptable to complete the application with statements such as "see resume" or "see attached." Resumes may be submitted in addition to the application form; however they will not be accepted in lieu of the application form.

Applications may be submitted via mail, fax or email:

Mail to: Lake County Superior Court, 255 N. Forbes St., Lakeport Ca 95453

Fax to: 707-263-2944

Email to: Andrea.Meyer@lake.courts.ca.gov

Applications will be evaluated to select the best-qualified candidates to continue in the selection process. The candidates invited to continue in the selection process may be required to participate in written testing, oral interviews and/or job simulation exercises.

Employment with the Superior Court is contingent upon passing a security clearance which includes, but is not limited to, fingerprinting and a Department of Justice records check. Before appointment candidates must provide documents evidencing identity and authority to work in the United States.

Please notify the court if accommodation due to disability is needed during the selection process by calling (707) 263-2374 x2263. The court reserves the right to require medical documentation concerning the need for reasonable accommodation.