



**SUPERIOR COURT OF CALIFORNIA  
COUNTY OF TEHAMA**

**CONTRACT DESCRIPTION**

**Family Law Facilitator/Self-Help Attorney/Small Claims Advisor**

<b><u>MAXIMUM CONTRACT:</u></b>	<b>\$42,000 Annually; Part-Time Monthly Contract (70 Hours)</b>
<b><u>BENEFITS:</u></b>	<b>None</b>
<b><u>CLOSING DATE:</u></b>	<b>March 13, 2017, by 5:00 p.m.</b>
<b><u>TENTATIVE INTERVIEW DATES:</u></b>	<b>March 15-16, 2017</b>

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**THE POSITION**

This is a contract, professional level position that serves under the direction and authority of the Court Executive Officer. The incumbent is to provide dispute resolution services mandated by Family Code 10000-10015 which includes the development, planning, implementation, and administration of the Family Law Facilitator program providing legal services to litigants not represented by counsel; facilitates and expedites family law proceedings related to child support, spousal support, paternity establishment/disestablishment and health insurance matters. Forty-eight hours a month are allocated to these activities.

In the role of Self-Help Attorney, the incumbent facilitates and expedites proceedings related to dissolution, legal separation, nullity, parentage, child custody and visitation, property division, step-parent adoption, emancipation, domestic violence, civil harassment restraining orders, unlawful detainer actions, small claims, and probate guardianships, in accordance with applicable statutes, regulations and court policies. This position does not establish an attorney-client relationship or represent a party in court. Twelve hours a month are allocated to these activities.

The Small Claims Advisor provides advisory services and assistance. The position is responsible for providing information on preparation of small claims court filings, procedures, including procedures related to the conduct of the hearing and information on the collection of small claims court judgments. Ten hours a month are allocated to these activities.

The Family Law Facilitator/Self-Help Center Attorney/ Small Claims Advisor will support the Court's mission statement and implementation of the Courts strategic plan relating to self-represented litigants.

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**DISTINGUISHING CHARACTERISTICS:**

- Plans, implements and administers Family Law Facilitator/ Self-Help/ program activities;
- Develops and implements operational policies and procedures;
- Designs content of, and conducts clinics on relevant topics for the public and workshops for self-represented litigants in a variety of family law and civil matters;
- Develops, plans, implements and administers self-help grant programs;
- Provides information and access services to incarcerated, self-represented litigants on matters of process and procedure as the needs arise;
- Provides educational materials to parents concerning the process of authenticating parentage and establishing, modifying and enforcing child and spousal support in the courts;
- Provides educational material to the public and respond to public inquires;
- Assists self-represented litigants on types of relief;
- Distributes necessary court forms and voluntary declarations; provides assistance in completing the forms and orders after hearings;
- Identifies community resources related to family law program services and community based organizations;
- Provides referrals to the Department of Child Support Services and other community agencies and resources that provide services for parents and children;
- Prepares child support and spousal support calculations and schedules using required computer software and/or web based programs;
- Trains and oversees work of support staff, if any;
- Develops informational and legal documents to support all aspects of family law and specific civil proceedings;
- Prepares and maintains monthly statistical reports, scheduling and timekeeping records;
- Meets with Court officials, state and county departments, community organizations and others to assess the needs and identify services that will assist improving access to the Court for civil and family law self-represented litigants;
- Establishes and maintains effective working relationships with Court staff and Justice Partners;
- Mediates, as directed by the Court, complex family law matters such as property division in marital dissolutions, separation and nullity cases and complex parentage matters;
- Assists in the preparation of domestic violence, civil harassment and elder abuse restraining order applications;
- Reviews new laws, legislation and policies regarding small claims; maintaining updates to materials provided to the public;
- Assists the public in person or by phone; providing procedural information regarding the small claims process; answers inquires and explains the small claims filing processes and procedures, use of Court provided forms, and basic rules of the program; explains fees and fines; assists individuals in locating material and information; and
- Perform other duties as assigned.

**Knowledge of:**

- Family Law principles, Court procedures, program and policy development and implementation, family law related resources and referral services; case management practices; laws, regulation and professional practice relating to issues, disputes, and resolutions; legal terminology, court operations and courtroom procedures, governmental and private community resources and referral agencies;
- Trial and hearing procedures and rules of evidence in California;
- Legal principles, precedents and their application;

- Software and web-based programs used in family law case types including but not limited to support calculators and fillable forms; and
- Principles and techniques of mediation.

**Ability to:**

- Explain support and family law issues to self-represented litigants;
- Mediate support issues;
- Exercise judgment, develop organizational expectations, establish rapport with users, effectively assist users under stressful circumstances, identify and utilize support services and community resources, prepare concise reports and records, develop and conduct independent research projects;
- Review literature, codes, laws, records as related to civil and family law, understand and interpret the effect of legislative changes on Family Law Facilitator Program/Self Help/Small Claims Advisor;
- Effectively communicate with people of diverse socioeconomic backgrounds and temperaments;
- Read, understand and interpret relevant laws, rules and regulations;
- Conduct legal research, analyze legal information and relate it to the law, communicate clearly and concisely, both orally and in writing;
- Interpret and apply statistical information, and generate required reports;
- Efficiently use relevant computer programs and word processing software;
- Establish and maintain effective working relationships with judges, attorneys, other Justice Partners and Court staff;
- Develop, implement and manage assigned programs; and
- Enter data into a computer.

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

**Must meet all requirements as mandated in (CRC 5.430, CRC 10.960(c) and CRC 3.2120 (b))**

1. Active member in good standing with the California State Bar;
2. A minimum of five years' experience in the practice of law, which must include substantial family law practice including litigation and/or mediation;
3. Knowledge of family law procedures;
4. Knowledge of the child support establishment and enforcement process under Title IV-D of the federal Social Security Act (42 U.S.C. §651, et seq.);
5. Knowledge of child support law and the operation of the uniform state child support guideline; and
6. Basic understanding of law and psychological issues relate to domestic violence.

**Additional requirements:**

1. Training and/or experience in the area of domestic violence; working with low income or non-English speaking persons; experience with local community resources;
2. Some areas of specialty may require specific training or a major concentration in an appropriate field.
3. Possession of a valid California Driver's License or the ability to obtain one.
4. In accordance with the Immigration Reform and Control Act of 1986, all persons hired after November 6, 1986, are required to present to the Court, at the time of appointment, original documents which show satisfactory proof of: 1.) identity and 2.) U.S. Citizenship or a legal authorization to work in the United States.

**Insurance Requirements:**

Contractors providing services to the Court must maintain and show proof of adequate insurance coverage before beginning work on any contract with the Court. The following insurance requirements will be included in the contract.

- a) Commercial or Business Automobile Liability Insurance (or Personal Automobile Insurance if Contractor is an individual with no transportation or hauling responsibilities under the contract)-Covering bodily injury and property damage and applicable to all owned, non-owned, leased and hired vehicles. The policy shall provide combined single limits of at least \$1,000,000 per occurrence.
- b) Professional Liability Insurance-Covering malpractice in the performance of services under the contract. The policy shall provide limits of at least \$1,000, 000 annual aggregate. If the policy is written on a “claims made” form, Contractor shall maintain such coverage continuously throughout the term of the contract and, without lapse, for a period of three years beyond the termination and acceptance of all work provided under the contract. The retroactive date or “prior acts inclusion date” of any such “claims made” policy must be no later than the date that activities commence pursuant to the contract.

**Additional Insured Endorsements.**

All policies required must be endorsed to name the following as additional insured with respect to liabilities arising out of the performance of services under the contract: The State of California, the Court, its judges, its subordinate judicial officers, officials, agents, representatives, contractor, volunteers and/or employees.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:**

- Ability to ascend and descend stairs while carrying files, stacks of paper, reference books, supplies, equipment, and other materials, etc.;
- Ability to use a computer keyboard and terminal on a regular basis;
- While performing the essential functions of this job, the incumbent is regularly required to sit, use hands to finger, handle, or feel objects, to reach with hands and arms, and speak and hear;
- Physical ability to lift, carry, push, and/or pull light to moderately heavy objects, sometimes weighing up to 20 pounds. Frequent need to reach for items above and below desk level, sometimes with the assistance of a ladder or step stool;
- Work is performed in an office environment with little exposure to outdoor temperatures or dirt and dust; and
- Working conditions are typically moderately quiet, but may be loud at times at some locations.

**APPLICATION PROCEDURE:**

The Superior Court of California, County of Tehama has a contract position opportunity for a Family Law Facilitator/Self-Help Attorney/ Small Claims Advisor.

All applicants must submit a completed Superior Court of California, County of Tehama employment application, proof of active member of the California State Bar, resume and cover letter, which clearly demonstrates their qualifications for this position. Incomplete application packets will not be accepted

for consideration. Application and materials may be submitted by mail or personal delivery no later than **5:00 pm March 13, 2017**, No postmarks accepted.

**BACKGROUND CHECK:**

Any candidate offered a contract by the Tehama Superior Court, County of Tehama, will be required to submit to Live Scan Fingerprinting as a condition of the contractual agreement, should an offer be made.

The court application can be downloaded from the Tehama Superior Court Website at <http://www.tehamacourt.ca.gov>.

**Address:**

Tehama Superior Court  
Attn: Michelle Haney, Assistant CEO/HR Manager  
1740 Walnut St.  
Red Bluff, CA 96080 Telephone: 530-529-6101 Fax: 530-527-4974

The selection process is subject to change. Applicants will be notified if changes are made. A screening panel will select a number of the most highly qualified applicants. Please note not all applicants will receive an interview. Those applicants selected by the panel will be invited to an interview.

**EQUAL OPPORTUNITY EMPLOYER**

Tehama Superior Court is committed to the principle of equal employment opportunity to all persons with respect to hiring practices, compensation, benefits, promotional opportunities, and other terms and conditions of employment regardless of race, color, national origin, ancestry, religion, sex, sexual orientation, physical or mental disability, medical condition, age, veteran status, marital status, or political affiliation, or any other factor protected by applicable federal and state laws. If you require accommodations in the application or interview process, contact Human Resources at the number listed above before the deadline posted on the job announcement.

**Policy of Nondiscrimination**

Superior Court of California, County of Tehama does not discriminate on the basis of mental or physical disability in the admission or access to, or treatment or employment in, its programs or activities. Special interview arrangements may be made to accommodate disabilities or religious convictions. Contact the Court Administrative office at (530) 527-3484 well in advance of the exam/interview for assistance. The Superior Court of California, County of Tehama encourages applications from all persons regardless of their race, color, sex, sexual orientation, religion, religious creed, age, national origin, ancestry, physical or mental disability, medical conditions or marital status. Disabled persons are encouraged to apply for all positions with the Tehama Superior Court. Reasonable accommodations may be made in the testing procedure as well as the work site.





