



**SUPERIOR COURT OF CALIFORNIA  
COUNTY OF MERCED**

**JOB ANNOUNCEMENT  
#17-11**

**Self-Help Attorney/Family Law Facilitator  
Open Recruitment**

**Filing Deadline: June 23, 2017**                      **Biweekly Range: \$3,417 - \$4,153**  
**4:30pm Actual Receipt**                      **Annual Salary Range: \$88,836.80 - \$107,972.80**

**DEFINITION:**

Under general administrative direction, this professional level position provides legal assistance and legal information to self-represented litigants in a variety of legal matters. This position provides services that include the development, planning, implementation, and administration of a family law program providing legal service to litigants not represented by counsel.

**EMPLOYMENT AT-WILL:**

The Self Help Attorney/Family Law Facilitator classification is established as an "at-will" position and, as such, the incumbent serves at the direction of the Court Executive Officer. The Court Executive Officer has the right to terminate the employment of any incumbent in the position of Self Help Attorney/Family Law Facilitator at any time, with or without advance notice or cause.

**DISTINGUISHING CHARACTERISTICS:**

This is an Attorney class in the Self-Help and Family Law Facilitator Services. Attorneys in this class are responsible for providing procedural and legal assistance to self-represented litigants in a variety of complex legal matters.

**ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related or a logical assignment for this classification. Other duties may be required and assigned.**

1. Supervision of interns and/or paralegals in the Self Help Center, including compliance with policies and procedures
2. Educates and assists self-represented litigants regarding court procedures and provides general direction for completion of court documents and compliance with state and local rules and law
3. Develops and provides educational materials to self-represented litigants concerning the law and procedures and provides referrals to other court-based services, lawyer referral services, legal service providers and other community agencies
4. Provides educational materials to parents concerning the process of authenticating parentage and establishing, modifying, and enforcing child and spousal support in the courts
5. Distributes necessary court forms and voluntary declarations of paternity; provides assistance in completing forms

6. Assists in the daily operation of the office, including maintaining of statistics and staff coverage
7. May respond to correspondence from incarcerated and out of area litigants as directed
8. May assist in developing Bar and community outreach programs for unrepresented and financially disadvantaged litigants
9. Maintains current knowledge and monitors changes to law and recommends changes in policy, rules, and procedures required for compliance; executes modifications after approval
10. Travels off-site using personal vehicle or arranged transportation to various locations in the county on a regular basis while conducting investigations; some out-of-state travel may be necessary in rare occasions
11. Attends training as offered and/or directed
12. Other duties as assigned

**Supervisory Duties:**

- May assign work and provide guidance to interns

**MINIMUM QUALIFICATIONS**

**Necessary Employment Standards**

Knowledge of:

- Family Law, including mediation techniques and approaches, and/or provisions of domestic violence, and probate, including legal processes and rules of court
- Litigant assistance programs, including legal aid and legal assistance services
- Family Law and other legal service software programs
- Legal terms, procedures, forms and documents
- Principles and practices of sound business and legal communication
- Modern office methods and technology including the use of a personal computer and related software such as word processing, spreadsheets, databases, case management systems and scheduling programs
- English Language Arts: correct spelling, grammar, and punctuation
- Organizational and administrative methods and procedures of the Court is desired
- Basic accounting and auditing practices

Skill/Ability to:

- Analyze problems and legal issues and identify solutions
- Apply legal principles to case facts and make sound decisions
- Understand legal terminology, documents and procedures related to case evaluation and processing; laws, legal/judicial procedure and local rules
- Establish and maintain effective working relationships with all levels of Court staff, judicial partners, elective and appointive bodies and members of the general public; work effectively with and assist individuals of various ages and diverse cultural backgrounds; deal tactfully and courteously with all
- Work independently and prioritize work with excellent organization skills
- Work well under pressure, meeting multiple and sometimes conflicting deadlines. Must be available to work weekends and overtime as directed
- Communicate effectively, both written and oral, in person, over the telephone and in writing with public, attorneys, vendors, co-workers, supervisors, managers, and judicial officers
- Maintain confidential information in accordance with legal standards and/or other regulations
- Train, oversee and evaluate the performance of interns

- Follow Court Rules and Regulations/Personnel Policies, Safety Procedures, Court Code of Ethics and Court Harassment Prevention Policy.
- Demonstrate cooperative behavior with co-workers and management.
- Maintain a professional appearance and demeanor as defined in Court Code of Ethics.
- Successfully complete fingerprinting and Criminal Record Background Check

## **EDUCATION AND EXPERIENCE REQUIRED**

### **Education:**

- Graduation from an accredited college or university with a law degree.

### **Experience:**

- Five (5) years of work experience in the practice of law including, substantial experience in mediation or litigation in the field of family law.

### **License, Certification and/or Special Requirements:**

- A valid class C California driver's license may be required. The requirement will be reviewed on a position basis in accordance with ADA regulations.
- Current active membership and good standing with the State Bar of California.
- The incumbent is prohibited from practicing law outside of his/her duties while employed with the Court.

## **ESSENTIAL PHYSICAL AND MENTAL DEMANDS**

### **Performance Aptitudes**

**Data Utilization:** Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

**Human Interaction:** Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data, and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

**Functional Reasoning:** Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness, and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

### **Physical Ability:**

- Strength, dexterity, coordination, and vision to use a keyboard, computer monitor, and other office equipment on a daily basis and for extended periods of time
- Fine finger manipulations, dexterity, and coordination to handle files and single pieces of paper
- Forceful and repetitive gripping, grasping, and pinching
- Occasional lifting and carrying of objects weighing up to 20 lbs.
- Frequent reaching for items on shelves, above, at, and below desk/shoulder level
- Exert up to 20 lbs. of force occasionally, and/or up to 10 lbs. of force frequently, and/or negligible amount of force constantly to move, torque, twist, push, and pull objects

- Frequently sit for extended periods; frequently stand for extended periods; and frequently walk, move, bend, stoop, lift, and stretch
- Able to move to different locations such as, but not limited to: courtrooms, clerk's office, various departments, other court facilities, and desk assignments based on the operational needs of the Court
- Able to traverse inside and outside over uneven ground and pavement
- Perform repetitive writing, typing, copying
- Employees are regularly required to verbally communicate both in person and by telephone
- Corrected hearing and vision to normal range

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Essential functions are regularly performed without exposure to adverse environmental conditions.

The Superior Court of California, Merced County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Superior Court of California, Merced County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

### **APPLICATION AND SELECTION PROCESS**

Applications may be obtained from and submitted to:

Merced Superior Court  
Human Resources  
627 W. 21<sup>st</sup> St., Room 20  
Merced, CA 95340  
(209) 725-4103

Or visit our website at [www.mercedcourt.org](http://www.mercedcourt.org)

All applications for employment must be made on an official application form and must be filed with Human Resources on or prior to the closing date and time for receipt of applications. Postmarked and faxed applications will not be accepted. A resume may be included with the application as supplemental information, but will not be accepted in lieu of an official application. All information on the application must be completed – “see resume or see attached” is not acceptable. Applications must be legible, signed and complete (including copies of licenses, certificates, transcripts, Supplemental Questionnaire, etc. if required). All information is subject to investigation and verification.

The selection process is subject to change. Applications will be accepted on a continuous basis until a sufficient number are received at which time the recruitment will be closed or the filing deadline has occurred. In order to insure proper evaluation of employment qualifications, it is suggested that applicants read the directions carefully and fill out the application **COMPLETELY**. Those applicants meeting the minimum qualifications **and** possessing the most relevant experience as shown on the application may be invited for an interview. The screening of applications will be done by Human Resources who will determine the **most qualified** to be referred for interviews.

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.

Merced Superior Court is an Equal Opportunity Employer.

**Posting Date: June 9, 2017**



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**GENERAL INFORMATION**

Conditions of Employment

Successful completion of fingerprinting and a criminal record background check is required prior to appointment and is a condition of employment.

All employees of the court who operate a vehicle on court business must certify they possess a valid California Driver's License and required levels of automobile insurance. A Department of Motor Vehicles search will be done and employee must have an acceptable driving record in order to operate a vehicle on court business.

Convictions

Felony and misdemeanor convictions MAY BE disqualifying for employment with the court.

Drug Free Workplace Policy

The use of illicit drugs and alcohol is not permitted in the workplace. Employees who violate this policy are subject to disciplinary procedures which include termination.

Employment Eligibility

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 right to work permanently in the United States.

Introductory Period

Individuals accepting regular appointments must successfully complete an introductory period.

Union Representative

Merced County Trial Court Employees (MCTCE), Local 1, is the negotiating agent for some Merced Court job classifications. As of 2/6/06, MCTCE Local 1 is an Agency Shop. Management, Supervisory and Confidential positions are not represented.

Benefits Include (for Regular Status employees only, prorated for variable shift part time employees):

Vacation:

10 days paid vacation each year for the first 5 years of employment  
15 days accrual during the second 5 years  
20 days accrual after 10 years  
25 days accrual after 20 years

Sick Leave:

Unlimited sick leave accumulation

Holidays:

14 paid holidays

(Accrual is based on work hours. 5 years = 10,400 regular scheduled work hours; 10 years = 20,800 regular scheduled work hours; 20 years = 41,600; 25 years = 52,000 regular scheduled work hours.)

Employee Assistance Program:

6 free visits per incident per year. Available to qualifying dependents.

Health Insurance:

Major group medical, dental and vision currently paid for by the Court for the employee and medical, dental and vision care for eligible dependents with 50% of the premium paid by the Court.

Life Insurance:

Represented employees - \$10,000 with premium paid by Court.

Management employees - \$5,000 with premium paid by Court PLUS additional life insurance provided by Court (\$30,000 to \$80,000 depending on position).

Retirement:

Court employees are covered by the Merced County Employees' Retirement Association (MCERA), a Defined Benefit Retirement System governed by the County Employees' Retirement Act of 1937.

Recruitment Reviews

Applicants who are not court employees and contend that the Court has misapplied, misinterpreted, or violated the recruitment policies may file a written notice with Human Resources for reconsideration of his or her qualifications within ten (10) days of the date the non-qualification notice was mailed, and a reply will be mailed to the applicant. Human Resources' decision shall be final.

If an employee contends that the Court has misapplied, misinterpreted, or violated the recruitment policies, notification must be filed with the Court Executive Officer, whose decision will be final. Any such request must be filed within ten (10) days of the date on which notification of non-qualification was received by the employee. If notice is provided by mail, the notice shall be deemed to have been received five days after the date of mailing. In accordance with the Memorandum of Understanding, recruitment and selection issues are excluded from the grievance procedure.

**The above information is a general summary of benefits for this position. This information is not legally binding, nor does it serve as a contract.**