



Invites Applications for: Self-Help Attorney/Family Law Facilitator	Applications are being accepted through April 30, 2020 - <i>Open Until Filled</i>
ANNUAL SALARY RANGE:	<p style="text-align: center;">\$ 92,765.00 - \$112,756.44</p> <p style="text-align: center;"><i>The salary range consists of 5 steps with approximately 5% between each step.</i></p>
FILING REQUIREMENTS:	<ul style="list-style-type: none"> • To apply, please go to: http://nccourt.net/geninfo/employment.shtml • Submit completed Application, Supplemental Questionnaire and Resume to: Superior Court of Nevada County/HR Department 201 Church Street, Suite 6, Nevada City, CA 95959. • If you have any questions you can contact us at hr@nccourt.net
SPECIAL REQUIREMENTS:	<ul style="list-style-type: none"> • Candidates hired will be subject to a background check and Live Scan Fingerprinting. • All offers of employment are subject to submission of documents verifying identity and authorization to work in the United States, in accordance with the Immigration and naturalization Control Act of 1986.

The Court

The court’s primary location is in Nevada City, with a branch in Truckee. The Superior Court of California, County of Nevada has six judges, one commissioner and approximately 55 employees.

Self-Help Attorney/Family Law Facilitator is a professional position working under limited direction, providing services mandated by Family Code §10000-10012, including the development planning, implementation, and administration of the family law program providing legal services to litigants not represented by counsel. This position serves at the will of the Court Executive Officer.



CLASS CHARACTERISTICS

The incumbent is responsible for administration and operation of the court's Self-Help and Family Law Facilitator programs. May lead supervision in the reviewing and coordinating work of paraprofessional, clerical support and/or volunteers.

ESSENTIAL DUTIES AND SERVICES

Under the direction of the Presiding Judge and Court Executive Officer, develop, plan, implement and administer a self-help and family law program providing services to litigants unrepresented by counsel, to facilitate and expedite family law proceedings related to child support, spousal support, guardianship, health insurance matters, and legal services for the public representing themselves.

- Services include but are not limited to, providing education and materials to parents concerning the process of establishing, modifying, and enforcing child support in the courts.
- Providing assistance in completing family law and domestic violence forms, preparing support schedules based on statutory guidelines.
- Providing referral to child support, Family Court Services, and other community agencies and resources that provide services for parents and children.
- Distributing necessary court forms and preparing formal orders.
- Developing outreach programs to improve access to the Family Court for financially disadvantaged litigants.
- Provide support in legal services for the public and individuals representing themselves in civil, criminal, traffic and probate cases.
- Provide a leadership role with the Nevada County Law Library Board and oversight of the Law Library budget.
- Works with administration staff to prepare the budget for Self-Help Expansion Funding applied for annually.
- Prepare the Small Claims reimbursement from filing fees.
- Quarterly or as requested Self-Help Grant Reporting.
- Work with the court administration staff on the AB1058 Grant Funding and budget process.



QUALIFICATIONS

Any combination of education, training and/or experience which substantially demonstrates the following knowledge, skills and abilities:

Knowledge of: Family Law principles and court procedures; Law Library, budget methods and accounting, child support establishment and enforcement process under Title IV-D of the Federal Social Security Act (42 U.S.C. §651 et seq.); and the operation of the uniform state child support guideline; family law related resources and community based organizations, understanding of law and psychological issues related to domestic violence. Principles of civil and criminal law, trial, procedure, and rules of evidence, statutory and constitutional laws of the State of California, methods of practices of legal research and writing, state and local Superior Court Rules, and Judicial Council Initiatives for expanded Self-Help services.

Ability to: Develop, plan and administer family law programs; execute duties consistent with Judicial Council Initiatives for expanded Self-Help services; work with people of diverse socioeconomic backgrounds, communicate effectively orally and in writing, understand and interpret a variety of laws, rules and regulations, analyze a variety of information related to the law to reach sound decisions. Develop and maintain good working relationships with staff, superior court judicial officers, members of the bar, governmental agencies, and court patrons. Conduct themselves in a fair courteous manner to promote respect for the judicial process.

Education and Experience: Graduation from an accredited law school active membership in good standing in the State Bar of California; participate in continuing education as required by California Rules of Court, Rule 5.35, and the State Bar of California, and at least five (5) years of experience practicing law, including a minimum three (3) years in family law practice including litigation and/or mediation experience.

Any combination of training and experience that would likely provide the required knowledge and abilities. Typical ways to obtain the knowledge and abilities required would be:

- Five (5) years of professional experience practicing law, including three (3) years of progressively responsible experience as an attorney with emphasis in family law matters.

Possession of a valid California Class C driver's license may be required or the ability to provide alternative methods of transportation that meets job requirements.



Court Benefits:

The Court offers a medical, dental and vision benefit package to its regular full-time and part time employees working 20 or more hours weekly.
Additional Voluntary Benefits include:
Deferred Compensation, Flexible Benefit Plan, Life Insurance, Aflac and an Employee Assistance Program.
The Court has 13 Paid holidays and a Paid Leave Program (PLP).
CALPERS Retirement – Classic Level 2: 2% @ 60 / PEPRRA: 2% @62. For questions on retirement levels with
CALPERS Public Agency Retirement Benefits call (888) 225-7377.

Self-Help Attorney/Family Law Facilitator Supplemental Questionnaire

Instructions: Please answer the following questions on a separate piece of paper. Answers **must be typed**. Please include your name, date and position at the top of each page submitted. The completed questionnaire **MUST** be submitted with your resume and Superior Court of Nevada County Application.

1. What is your experience in working with local community resources that would be helpful to you and this court if you were to become a Self-Help Attorney/Family Law Facilitator?
2. When reviewing a family law case for hearing, what aspects do you feel are most important in determining its readiness for hearing? How do you know when a case is ready to proceed before a judge?
3. Describe your experience in providing pro bono services, and/or any time spent working to assist pro per litigants.
4. Tell us your philosophy and vision for your role in the services the Self-Help Attorney/Family Law Facilitator provides to the public.