



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

KRISTA D. LEVIER

CLERK OF THE COURT
JURY COMMISSIONER

**IS ACCEPTING APPLICATIONS
For
FAMILY LAW FACILITATOR/SELF-HELP LEGAL ASSISTANT**

All applicants must submit a completed Superior Court of California, County of Lake application form.

OPENING DATE: 1/30/2024

CLOSING DATE: Continuous; to be considered for the first round of interviews, application should be submitted by February 16, 2024

The Superior Court of California, County of Lake is now accepting applications for the Family Law Facilitator/Self-Help Legal Assistant position.

Applications are available on the court's website: www.lake.courts.ca.gov or by email vanessa.vestal@lake.courts.ca.gov

SCHEDULE

Part-time, 32 hour work week
Monday, Tuesday, Wednesday, Thursday 8:00 a.m. to 5:00 p.m.

SALARY

Hourly: \$16.62 to \$19.25 **Monthly:** \$2,305.28 to \$2,668.64

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; 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; 2 paid floating personal days 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 Family Law Facilitator/Self-Help Attorney and court management. Under direct supervision, incumbents assist litigants in a workshop environment, on the telephone and in person; schedules appointments and makes referrals to appropriate agencies.

TYPICAL DUTIES

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

- Maintains strict confidentiality.
- Answers incoming calls, directs callers and takes messages. Receives and screens clients.
- Assists litigants on the telephone, and in person, with scheduling appointments and offering referrals to appropriate agencies.
- Uses a personal computer to input and retrieve data and prepare reports. Collects statistical data and prepares spreadsheet compilations.
- Files, makes photocopies, and assembles documents.
- Assists litigants in a workshop environment designated by either their family or civil law issues.
- Researches a variety of problematic legal situations by locating applicable precedents, legal opinions, statutes and orders using computerized information or hard copy.
- Gives oral presentations and prepares written reports.
- Interviews individuals, in person or by telephone, regarding various legal matters.
- Demonstrates continuous effort to improve operations, streamline work processes, reduce turnaround times and works jointly and cooperatively to provide quality seamless client services.
- Prepares correspondence in response to inquiries regarding court rules, procedures, timelines and statutory requirements.
- Prepares, types and proofreads drafts and a wide variety of finished documents from notes, brief instructions and/or printed materials.
- Performs other duties as assigned.

EDUCATION AND EXPERIENCE

Any combination of education and experience that would provide the desired knowledge and abilities.

- Experience: Two years of increasingly responsible experience in an office setting, preferably in a legal or criminal justice setting.
- Education: Equivalent to an associate degree in a legal assistant or paralegal program or related field is desirable.

KNOWLEDGE OF:

Office administrative practices and procedures including filing, business letter writing, and the operation of common office equipment.

- Record keeping, report preparation and filing methods.
- Correct English usage, including spelling, grammar, punctuation, and vocabulary.

- Business arithmetic, including percentages and decimals
- Techniques of interviewing, often when relations may be strained.
- Legal research techniques and standard legal reference materials.
- Legal office terminology, processes, procedures, and the format for legal documents.
- Family law software programs and data base information systems

ABILITY TO:

- 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 effectively, patiently, and directly with a very diverse population of litigants.
- Operate personal computer and related software
- Perform basic legal research from varied sources.
- Prepare a variety of legal documents.

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 valid California driver's license is required. However, this requirement will be reviewed on a position basis in accordance with ADA regulations.

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.

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 telephone number (707) 263-2374 ext. 2838.

All applicants must submit a completed Superior Court of California, County of Lake application form. 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 can be submitted in person at the Court Clerk’s office 255 North Forbes St, 4th Floor, Lakeport, California, by email to vanessa.vestal@lake.courts.ca.gov, or by fax to 707-263-2944. To be considered for the first round of interviews, application must be received by February 16, 2023 no later than 5:00 p.m. Postmarks will not be accepted.

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 ext. 2838. The court reserves the right to require medical documentation concerning the need for reasonable accommodation.