

**Superior Court of California,
County of Modoc
Invites your application for:**

Family Law Facilitator/Self-Help Attorney

**\$106,241.96 Combined Annual Compensation
\$72,242.00 Annual Compensation - Family Law Facilitator
\$33,999.96 Annual Compensation - Self-Help Attorney**

Final Filing Date: January 7, 2022 at 3pm

The Superior Court of California, County of Modoc is accepting applications for the position of Family Law Facilitator/Self-Help Attorney. This is a non benefitted, contract position/s. The Family Law Facilitator under limited direction provides 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. The Self-Help Attorney facilitates and expedites proceedings related to dissolution, legal separation, nullity, parentage, child custody and visitation, property division, step-parent adoptions, small claims, domestic violence restraining orders, civil harassment restraining orders, probate conservatorship and guardianships, name changes, unlawful detainers and answers to limited civil petitions. This position serves as a collaborative contract position, but the Court is willing to consider separating positions under certain circumstances.

ESSENTIAL DUTIES:

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

Develop and provide direct services to clients referred by the Court or seeking assistance, including:

- Provide assistance in completing family law, domestic violence, civil harassment, unlawful detainer, name change, guardianship, conservatorship, step-parent adoptions, and small claims forms.
- Assistance with voluntary declarations of paternity;
- Assistance with child support issues.
- Draft stipulations and orders addressing issues agreed to by the self-represented litigants, including marital status termination, paternity establishment, child custody, child support, spousal support, property division, establishment of conservatorships and guardianships.
- Prepare formal orders and judgments consistent with Court's announced order in cases where both parties are unrepresented.

MINIMUM QUALIFICATIONS

Education: Graduation from an accredited school of law.

License: Active member of the State Bar of California.

Experience: Requires five years in the practice of law which must include substantial family law practice including litigation.

KNOWLEDGE OF:

- Local, State, and Federal laws, rules and procedures.
- Family law procedure, child support establishment and enforcement process, child support law, and operation of Uniform State Child Support Guidelines.
- Basic understanding of legal and psychological issues related to domestic violence.
- Rules of evidence and conduct of proceedings in trial and appellate courts of California and the United States and before administrative bodies.
- Principles of civil, family law, landlord/tenant law, general civil, and limited civil probate law.
- Principles, methods, materials, and practices of legal research.
- Processes and procedures of various areas of the Court, including procedures, forms, and documents used in court cases.
- Family Law software programs and data base information systems.

SKILLS AND ABILITIES:

- Operate modern office equipment including computer equipment.
- Type and enter data at a speed necessary for successful job performance.
- Plan, implement and administer family law programs.
- Execute duties consistent with the Judicial Council's initiatives for expanded Self-Help services.
- Work with people of diverse socioeconomic backgrounds.
- Communicate effectively orally and in writing.
- Establish and maintain effective working relationships with judicial officers, court staff, public and private agencies.
- Work independently.
- Bilingual skills in Spanish are highly desired.

APPLICATION AND SELECTION PROCEDURE

The Superior Court of California, County of Modoc is an Equal Opportunity Employer. Arrangements will be made to accommodate disabled applicants. Candidates must complete and submit the Court application form, and if desired, a resume and cover letter that sets forth your reasons for interest in this position. An application may be obtained at the Robert A. Barclay Justice Center, 205 South East Street, or by contacting Court Personnel at (530) 233-6516. A committee will review all applications and only the best-qualified candidates will be invited in for an interview. An eligibility list will be developed from the results of the interview process, and the position will be filled from the established list. Incomplete applications will not be processed. It is not acceptable to complete the application with statements such as "see resume" or "see attached."

Submit application materials to:

Superior Court of California,
County of Modoc
Attention: Personnel
205 South East Street
Alturas, CA 96101
(530)233-6515 ext. 1201

Deadline for applications: January 7th at 3:00p.m.

Postmarks are not accepted