



## Superior Court of California, County of San Benito

Invites applications for the position of:

### **SELF-HELP ATTORNEY**

Full-time/Represented Position

The Superior Court of San Benito County is recruiting for enthusiastic applicants to fill the position of Self-Help Attorney. This is an excellent opportunity for a detail-oriented, hands-on legal professional with strong judgment and tactful communication skills who thrives in a smaller agency.

**Opening Date:** June 1, 2023

**Closing Date:** Friday, June 16, 2023, 5:00 p.m.

#### **SALARY/COMPENSATION:**

Hourly: Step A: \$50.48 -- Step F: \$64.43

Bi-Weekly: Step A: \$4,038.46 – Step F: \$5,154.21

Monthly: Step A: \$8,750.00-- Step F: \$11,167.46

Annually: Step A: \$105,000.00 -- Step F: \$134,009.57

To apply for this position your cover letter, resume and responses to Supplemental Questions contained herein on the last page, should be submitted to the court by 5:00 p.m. on Friday, June 16, 2023. Your documentation can be submitted in the following manners.

By U.S. Mail or personal delivery addressed to:

Superior Court of San Benito County  
Human Resources Department  
450 Fourth Street  
Hollister, CA 95023

By Fax to: (831) 636-4195

By Email to: [SanBenitoCourtHR@sanbenito.courts.ca.gov](mailto:SanBenitoCourtHR@sanbenito.courts.ca.gov)

#### **DEFINITION:**

Under general policy direction, plans, organizes and oversees the administrative and operational functions of the Family Law Facilitator Office and Court-based self-help programs. Ensures that legal assistance services to unrepresented parties with child support, spousal support and health insurance issues are in compliance with California Rules of Court Rule 10.960. Court self-help centers.

## **DISTINGUISHING CHARACTERISTICS**

This single classification of Self Help Attorney is responsible for planning and managing the work of the San Benito Superior Court Self-Help Center, which provides legal support services to self-represented litigants. The incumbent monitors the performance of assigned staff to ensure they are efficient, effective and responsive in meeting judicial and customer needs. Incumbents are expected to exercise leadership in instituting policies, methods and processes for the delivery of high-quality services efficiently and cost-effectively.

### **REPORTS TO**

The Court Executive Officer or designee.

### **CLASSIFICATIONS SUPERVISED**

May supervise professional, technical, and support staff.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

### **TYPICAL WORKING CONDITIONS**

Work is performed in an office and courtroom environment; with continuous contact with other agencies and staff; and often multiple deadlines under potentially stressful conditions. Fluctuating workloads will occasionally require the incumbent to maintain flexible hours and travel to meetings inside and outside of the Superior Court's home community. May be required to travel for training, meetings, and off-site assignments

### **EXAMPLES OF DUTIES:**

(The following is used as a partial description and is not restrictive as to duties required.) Depending on assignment, duties may include, but are not limited to, the following:

Plans, organizes, controls, integrates and evaluates the administrative and operational functions of the San Benito Superior Court Self-Help Center, including directing and evaluating the work of assigned staff to ensure compliance with Court policies and procedures; establishes performance goals; regularly monitors performance and provides coaching for performance improvement and development; prepares performance evaluations and provides feedback to improve performance.

Reviews legal documents and forms for completeness and procedural compliance with specific requirements set forth in applicable legal codes; provides guidance and assistance to non-lawyer court staff to determine appropriate procedures and applicable forms and documents needed; reviews, for technical accuracy, the work performed by assigned staff.

Monitors the effectiveness of staff and programs intended to provide access to legal services to litigants unrepresented by counsel to facilitate and expedite court proceedings; oversees grant applications and tracking; monitors legislated reporting processes; establishes and implements partnerships to expand court resources and legal support services offered through San Benito Superior Court Self-Help Center.

Develops and provides information and educational materials to the public regarding court rules and procedures; reviews court documents with self-represented parties and explains legal options; assists with the preparation of legal documents; screens cases and refers to outside agencies if necessary; disburses legal documents to self-represented parties.

Conducts workload analysis; develops and implements goals, objectives, policies and standards applicable to the San Benito Superior Court Self-Help Center's operational responsibilities; analyzes and evaluates short and long-term functional issues and challenges; conducts research and special studies and evaluates alternatives for the more effective and efficient provision of services.

Represents the Court in various conferences, committees, and community organizations; participates in various task forces and committees.

Assists in developing community outreach programs for unrepresented and financially disadvantaged litigants; performs community outreach activities to inform the public of the services offered.

Performs other duties as assigned.

Maintains timekeeping records as required.

#### **TYPICAL QUALIFICATIONS - TRAINING & EXPERIENCE:**

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Education: Graduation with a Juris Doctor degree from an accredited law school.

And

Experience of three (3) years of increasingly responsible experience in the practice of law.

#### **KNOWLEDGE OF / ABILITY TO:**

##### **Knowledge of:**

- Legal principles, precedents and applications as applied to judicial procedures.
- Self-Help program requirements and policies, including legal aid and the development of forms, workshops and other models to assist self-represented litigants.
- Provisions of general and family law, legal processes and rules of Court.
- Family law support and all other relevant software programs.
- Principles and practices of one or more areas of law: California Family Law and procedure, California Landlord-Tenant Law and procedure, California Guardianship Law and procedure, and California Small Claims Law and procedure.
- Principles, practices, methods and materials of legal research and analysis.
- Legal terms, procedures, forms and documents used in family law and other litigation areas with high proportions of self-represented litigants.
- Government code and other statutes related to process and rules of Court.

- Advanced principles, methods and techniques of legal research and investigation, including methods and procedures for conducting efficient online legal research.
- Principles and practices of sound business and legal communication.
- Correct English usage, including spelling, grammar and punctuation.

**Ability to:**

- Plan and direct the operations and functions of the San Benito Superior Court Self-Help Center.
- Define complex issues involving assigned court legal support programs, perform difficult analysis and research, evaluate alternatives and develop sound conclusions and recommendations.
- Understand, interpret, explain and apply local, state and federal policy, laws and regulations applicable to area of responsibility.
- Represent the Court effectively in interactions with community-based organizations, legal services providers and the JCC regarding program activities and build court-based partnerships.
- Work with people of diverse socio-economic backgrounds.
- Use tact and diplomacy when dealing with sensitive, complex and/or confidential issues and situations and upset individuals.
- Perform project management responsibilities, including developing logical and efficient project plans, establishing priorities, monitoring and managing task completion, anticipating and avoiding problems and working collaboratively with team members to ensure successful project results;
- Work collaboratively with other supervisors and provide seasoned advice and counsel to develop solutions to difficult issues.
- Develop and implement appropriate procedures and controls;
- Prepare clear, concise and comprehensive studies, reports, correspondence, legal documents and other written materials;
- Represent the Court effectively in dealings with external agencies, court appointees, and the public;
- Present proposals and recommendations clearly, logically and persuasively;
- Operate a computer and use standard business and case management software;
- Use tact and diplomacy dealing with sensitive and complex issues, situations and concerned people; and,
- Establish and maintain effective working relationships with all those encountered in the course of work.
- Use tact and diplomacy when dealing with sensitive, complex and/or confidential issues and situations.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**SPECIAL REQUIREMENTS:**

- Certification of eligibility to work in the United States of America.
- Possession of, or the ability to obtain, an appropriate valid California Driver's License.
- Current membership in the State Bar of California Bar in good standing.
- All Court employees can and will be called upon to act as Disaster Workers when needed.

- The ability to pass a fingerprint clearance by the Federal Bureau of Investigation (FBI) and Department of Justice (DOJ). Convictions, depending on the type, number and date, may be disqualifying.
- Superior Court of California, County of San Benito Self-Help Attorneys may only practice law within the scope of their duties as employees of the Court, and are prohibited by the Court from any outside practice of law during the course of their employment. This prohibition includes giving legal advice, receiving fees, and/or appearing in any court on behalf of another person.

#### **BENEFITS:**

The following benefits are provided at the intervals and rates equivalent to the Supervisor & Professional bargaining unit:

- Cost of Living Adjustments (COLAs)
- Health Insurance – The court offers 3 Blue Shield Medical Plans, Delta Dental and EyeMed).
- Monthly Court Contribution toward Health coverage

<i>Level of Coverage</i>	<i>Monthly Court Contribution</i>
Employee Only	\$869.00
Employee + Dependent	\$1,527.00
Employee + Family	\$1,938.00

- Cash in Lieu: The court will pay \$300 per month to employees not enrolled in any court sponsored health plans. Proof of alternate coverage is required.
- Bilingual Pay: (Spanish) \$100 per month
- Disability: The court pays for SDI.
- Long Term Disability (LTD): Court paid. Option to buy-up policy is available to employee
- AD&D: Court paid
- Vacation - See table below- Eligible to use vacation upon completion of 6 months of continuous service- Negotiable for highly qualified applicants.

<i>Years of Service</i>	<i>Accrual Per Year</i>	<i>Accrual Per Pay Period</i>
1-3 years of service	80 hours per year	3.08 Hours
3+ -10 years of service	120 hours per year	4.62 Hours
10+ - 15 years of service	160 hours per year	6.15 Hours
15+ years of service	200 hours per year	7.69 Hours

- Sick Leave- 10 hours per month- Eligible to use sick leave upon completion of 3 months of continuous service- Negotiable for highly qualified applicants.
- Holidays- 14 paid holidays per year
- Retirement- CalPERS: Court pays employer share- Current Formula: Classic 2% at 55/ PEPRA 2%@62 Note: Employee pays employee share.
- Social Security- The court pays towards Social Security and Medicare

- Life Insurance - Court pays for a \$30,000 life insurance policy. Supplemental Life insurance available to employees at their cost.
- EAP- Employee Assistance Program - Paid by Court

The court also offers other voluntary benefits to employees, paid by employee.

- Deferred Compensation- MassMutual
- AFLAC and Colonial Life plans
- Flexible Spending Account
- Health Savings Account- For employees enrolled in the High Deductible Health Plan (HDHP) only.

#### **SUPPLEMENTAL QUESTIONS:**

1. Please describe your experience working with the court, county, and other community agencies?
2. Please describe your work experience and your biggest challenge in working with the following:
  - a. Self-represented litigants
  - b. Low-income individuals
  - c. Limited English-speaking populations
  - d. Populations with mental health, drug and/or substance abuse issues
3. Please describe your work experience interviewing clients/self-represented litigants and summarizing the essential facts they need to relay.

#### **SUPPLEMENTAL INFORMATION:**

*The contents of this class specifications shall not be construed to constitute an expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. The Superior Court of California, County of San Benito, assumes no responsibility beyond the general accuracy of the document, nor does it assume responsibility for any errors or omissions in the information contained herein. The contents of this specification may be modified or revoked without notice. Terms and conditions of employment are determined through a "meet and confer" process and are subject to the Memorandum of Understanding currently in effect.*