

**SUPERIOR COURT OF CALIFORNIA  
COUNTY OF EL DORADO**



Invites Applications for the Position of

**Paralegal  
Full-Time - Non-Exempt**

Location: Placerville

**Salary: \$27.81 to \$33.80 per hour**

**Final Filing Date: Open Until Filled**

**First Review Date (submit application by): April 7, 2022 at 11:59 p.m.**

**DEFINITION**

Under general direction and supervision of the Family Law Facilitator or other licensed attorney, the Paralegal assists self-represented litigants in the preparation of legal documents, identifying necessary legal steps to proceed in the litigant's case, reviewing the litigant's case file history and answers a general legal and procedural questions. Paralegals also assist with researching and analyzing legal statutes and case law; in preparing legal documents; with case management duties; and assist the Family Law Facilitator and/or staff attorneys with a variety of paralegal duties required in family, civil and probate law cases. This position is subject to the provisions of the Trial Court Employment Protection and Governance Act.

**DISTINGUISHING CHARACTERISTICS**

The Paralegal is a classification characterized by its paraprofessional status. Incumbents are responsible for performing assignments requiring a professional understanding of law and legal procedures in a variety of legal fields and must have the ability to communicate this knowledge to internal/external stakeholders and self-represented litigants. Incumbents perform a variety of moderately complex tasks, relieving the Family Law Facilitator and/or staff attorney of responsibilities, which can be appropriately delegated to specifically skilled, non-licensed personnel.

**ESSENTIAL FUNCTIONS AND DUTIES**

The Court reserves the right to assign or reassign duties as required to achieve business and operational objectives. When assigned, all of the essential functions and duties listed below must be accomplished effectively, are standard, and may not be inclusive of all functions and duties that may be assigned. Essential functions and duties may include, but are not limited to those listed below.

- Assists self-represented litigants from a wide range of diverse backgrounds.
- Interviews self-represented litigants to assess their legal issues; reviews the court case file as necessary to determine the case status; identifies legal/procedural requirements and the correct forms/documents for use by litigants; distributes necessary forms and provides assistance in completing forms; and informs litigants of the next step options.
- Meets with self-represented litigants individually or in groups (in-person or remotely) to provide information and assistance with navigating through the family law, civil and/or probate court process.
- Prepares and presents workshops (in-person or remotely) regarding the family law, civil and/or probate court procedures and requirements.

- Provides information about and referral to self-help resources, Judicial Council of California forms, local forms and available community resources and services by phone, e-mail, in-person or through videoconferencing.
- Schedules appointments, answers the phone, responds to e-mail, maintains calendars and performs other duties as necessary to support the Self-Help Program functions and services.
- Assists the Family Law Facilitator and/or staff attorneys with a variety of paraprofessional legal duties.
- Reviews changes in legislation and case law.
- Examines, reviews and analyzes local rules and forms, statutes, codes, rules, procedures and policies.
- Conducts basic legal research and analyzes and interprets existing laws and ordinances, court decisions, pending legislation and other legal authorities utilizing legal resources from computerized electronic and print media, including internet resources.
- Prepares reports, memoranda and performs special studies.
- Drafts and prepares legal documents for review and approval by the Family Law Facilitator and/or a licensed attorney.
- Reviews family law, civil and/or probate files for compliance with statutes and the preparation for calendar notes and/or review for case management conferences.
- Compiles and maintains statistical information.
- Evaluates, analyzes, prepares and maintains procedures and protocols for use in the Self-Help Program and in coordination with other divisions/units.
- Aids other employees and divisions/units as needed.
- Attends staff and other work-related meetings, workshops, seminars and continuing education opportunities in order to stay informed of legal updates.
- Serves as a representative of the Court, displaying courtesy, tact, consideration and discretion in all interactions with other members of the Court community and with the public.
- Travels between Court facilities and to other locations as necessary to carry-out duties.
- Performs other duties as assigned.

## **EMPLOYMENT STANDARDS**

### **Minimum Qualifications**

Education/License/Certificates:

1. A certificate of completion of a paralegal program approved by the American Bar Association.

OR

2. A certificate of completion of a paralegal program at, or a degree from, a postsecondary institution that requires the successful completion of a minimum of 24 semester, or equivalent, units in law-related courses and that has been accredited by a national or regional accrediting organization or approved by the Bureau for Private Postsecondary and Vocational Education.

OR

3. A baccalaureate degree or an advanced degree in any subject and a minimum of one (1) year of law-related experience under the supervision of an attorney in accordance with Business and Professions Code, section 6450(c)(3).

OR

4. A high school diploma or general equivalency diploma and a minimum of three (3) years of law-related experience and training completed by December 31, 2003 under the supervision or an attorney in accordance with Business and Professions Code, section 6450(c)(4).

AND

Experience: Two (2) years of increasingly responsible legal, court and/or judicial support experience that includes researching legal issues, drafting legal documents and/or providing family, civil and/or probate services under the supervision of an attorney.

**Desirable Qualifications**

Experience with a public agency or court in a self-help center.

**Knowledge and Abilities**

Knowledge of:

- Superior court functions, characteristics, services and activities.
- Statutes relating to court legal processes and procedures, including but not limited to the California Rules of Court; Code of Civil Procedure; Family Law Code; Probate Code; and other statutes relating to court processes and procedures.
- Litigant assistance programs.
- Principles, practices, methods and materials of legal research and analysis.
- Legal terms, procedures, forms and documents used in family law, civil and probate cases.
- Techniques of interviewing.
- Record keeping, report preparation and filing methods.
- 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.
- Basic mathematics, and statistical development and reporting.
- Correct English use, punctuation, spelling and grammar.

Ability to:

- Read and understand legal information, procedures, documents and forms.
- Perform basic legal research from varied sources and analyze a variety of information related to the law.
- Effectively explain legal issues and procedures to self-represented litigants who may have little or no knowledge of the law.
- Prepare concise written instructions and materials for self-represented litigants.
- Interview individuals from a wide range of diverse backgrounds.
- Prepare a variety of legal documents.
- Use initiative and sound independent judgment within established guidelines.
- Organize and maintain accurate records and files.
- Communicate clearly, concisely and accurately, both orally and in writing.
- Use work-related computer applications such as e-mail, word processing, spreadsheets and/or the internet.
- Remain patient, calm and professional while working with individuals who are in highly challenging situations.
- Work under the pressure of deadlines and conflicting demands.
- Complete all duties as assigned timely and accurately.

- Establish and maintain effective working relationships with those contacted in the course of work.
- Work independently as well as closely with others.

### **Other Requirements**

- Possession of a valid driver's license may be required depending on the position or the ability to provide alternate methods of transportation that meet job requirements.
- Candidates are required 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.
- All Court employees must take the Oath of Allegiance.

### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands and work environment characteristics described here are representative of those that must be met by an incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Requirements: Strength, dexterity, coordination and vision to use a keyboard and monitor; hearing to communicate with the public and Court staff; ability to sit for extended periods of time; walk or otherwise move within the Court facilities; reach with hands and arms; vision to read and write material; sufficient strength to lift, carry, push or pull materials weighing up to 25 pounds; lifting position may be from floor to waist, and/or from the waist to an overhead position; to stoop, kneel, squat and crouch to pick-up or move objects, office equipment and records; speak clearly on the telephone and before groups.

Working Environment: Work is performed in an office environment with little exposure to outside temperatures or dirt and dust. The incumbent's working conditions are typically quiet but may be loud at times at some locations. The noise level and traffic level in the work environment are similar to a busy office.

Normal business hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. Work outside of these hours may be necessary in certain circumstances.

NOTE: The statements herein are intended to describe the general nature and level of work being performed by individuals assigned to this job classification and are not construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

### **BENEFITS**

- **Vacation:** Accruals start at ten (10) days per year for full-time employees (increases with years of service).
- **Holidays:** Ten (10) paid holidays plus four (4) floating holidays for full-time employees.
- **Sick Leave:** Twelve (12) days per year for full-time employees.
- **Special Leave:** Seven (7) paid leave days per year for full-time employees.
- **Health Benefits:** Medical, dental and vision insurance coverage is offered to employees and their eligible dependents, with a significant portion of the health benefit contributions paid by the Court.
- **Retirement:** CalPERS retirement is the benefit offered by the County CalPERS program in effect at the date of hire. The Court does not contribute to Social Security.
- **Life and Accidental Death and Dismemberment (AD&D) Insurance:** The Court provides basic employee life and AD&D insurance. Employees may elect to purchase

supplemental life or AD&D insurance subject to the provisions of the respective insurance plan.

- **Long-Term Disability (LTD) Insurance:** The Court provides and pays for LTD insurance subject to the provisions of the respective insurance plan.
- **Flexible Spending Account:** The ability to deduct a portion of your salary before taxes to apply towards qualified medical expenses and/or childcare expenses.
- **Employee Assistance Program:** Employees may use this program for up to six (6) visits per year at no cost to the employee. Services are completely confidential.
- **Deferred Compensation:** The Court offers two (2) deferred compensation plans for employees who wish to participate through payroll deduction.
- **Pet Healthcare Program:** Voluntary employee-paid benefit.

### **RECRUITMENT AND APPLICATION PROCESS**

Applicants must submit a completed application packet that includes a Court application, resume and responses to the supplemental questions contained in this job announcement. Applicants may email the application packet to [hr@eldoradocourt.org](mailto:hr@eldoradocourt.org). The application packet may also be delivered between the hours of 8:00 a.m. and 4:00 p.m. from Monday – Friday or mailed to:

**Superior Court of California  
County of El Dorado  
Attn: Court Administration/HR Dept.  
2850 Fairlane Court, Ste 110  
Placerville, CA 95667**

- Application packets will not be accepted at any other Court location.
- Faxed application packets are **not** acceptable.
- Resume **may not** be substituted for any portion of the application.
- It is **not** acceptable to complete the application or the supplemental question with statements such as “see/refer to resume” or “see attached.”
- Incomplete application packets will not be processed.
- All materials submitted become the property of the Court and will not be returned.

If you require a reasonable accommodation for any part of the application and hiring process, please contact Human Resources at (530) 621-7427.

**The Superior Court of California, County of El Dorado is an Equal Opportunity Employer.**

[www.eldorado.court.ca.gov](http://www.eldorado.court.ca.gov)

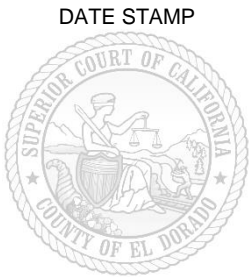
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### **Supplemental Questions Paralegal**

To better assess the qualifications of each applicant, completion of the below supplemental questions is required. Please take the time to provide a thoughtful and thorough response. All work experience that is described or included in your response must be included in the “Work Experience” section of your application. Do not refer to a resume or other document.

1. Describe in detail, and as concisely as possible, your experience in family law, including working with self-represented litigants, reviewing and researching cases, drafting memoranda and preparing court forms and pleadings. If no experience, indicate "N/A".

2. Describe in detail, and as concisely as possible, your experience in unlawful detainers, including working with self-represented litigants, reviewing and researching cases, drafting memoranda and preparing court forms and pleadings. If no experience, indicate "N/A".
3. Describe in detail, and as concisely as possible your experience with small claims actions, including working with self-represented litigants, reviewing and researching cases, drafting memoranda and preparing court forms and pleadings. If no experience, indicate "N/A".
4. Describe in detail, and as concisely as possible your experience with probate actions, including working with self-represented litigants, reviewing and researching cases, drafting memoranda and preparing court forms and pleadings. If no experience, indicate "N/A".
5. Describe in detail, and as concisely as possible your work experience that includes interpreting, explaining and applying rules and regulations. Be sure to include the name of the employer where this experience was obtained. If no experience, indicate "N/A".
6. Describe in detail, and as concisely as possible your work experience using interviewing skills to obtain accurate, useful information from self-represented litigants to identify problems/needs and to develop appropriate support measures. Be sure to include the name of the employer where this experience was obtained. If no experience, indicate "N/A".
7. Describe in detail, and as concisely as possible your work experience providing customer service to the public in person, by phone or email and through videoconferencing. Be sure to include the name of the employer where this experience was obtained. If no experience, indicate "N/A".



**SUPERIOR COURT OF CALIFORNIA  
COUNTY OF EL DORADO  
HUMAN RESOURCES DEPARTMENT  
APPLICATION FOR EMPLOYMENT**

2850 FAIRLANE COURT, STE 110, PLACERVILLE, CALIFORNIA 95667  
TELEPHONE: 530-621-7427  
[www.eldoradocourt.org](http://www.eldoradocourt.org)

*FOR PERSONNEL USE ONLY*  
 Accepted  
 Rejected  
 Experience  
 Education  
 Late  
 Other  
 DATE: \_\_\_\_\_

**Please TYPE or PRINT in dark ink. An application completed in insufficient detail, without signature, or in pencil will constitute failure of the initial step of the examination process and the application will be rejected.**

**IMPORTANT:** YOU WILL BE NOTIFIED BY MAIL OF YOUR STATUS. THE SUPERIOR COURT OF CALIFORNIA, COUNTY OF EL DORADO IS AN EQUAL OPPORTUNITY EMPLOYER. WOMEN, MINORITIES, AND THE DISABLED ARE ENCOURAGED TO APPLY. IF YOU NEED ACCOMMODATION IN THE EXAMINATION/INTERVIEW PROCESS, PLEASE CONTACT COURT ADMINISTRATION AT LEAST FIVE (5) WORKING DAYS BEFORE A SCHEDULED EXAMINATION/INTERVIEW.

1. **EXACT TITLE OF POSITION FOR WHICH YOU ARE APPLYING:**

2. NAME-FIRST: \_\_\_\_\_ MIDDLE: \_\_\_\_\_ LAST: \_\_\_\_\_

3. MAILING ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

4. HOME PHONE: ( ) \_\_\_\_\_ BUSINESS PHONE: ( ) \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

Answer by checking the appropriate box: YES NO

5. Can you, after an offer of employment, submit verification of the legal right to work in the U.S.? (U.S. regulations require all employees hired after 11/06/86 to provide proof of legal status to be employed in the U.S.)

6. Do you object to the Court making inquiry of your present employer?

7. Have you ever been discharged from a position or terminated during a probationary period for unsatisfactory service, or have you ever resigned upon request to avoid discharge? If yes, give name and address of employer, date of discharge or forced resignation, and the reason in Item No. 15.

8. Have you ever been employed by the Superior Court of California, County of El Dorado? If Yes, give details in Item No. 15

9. Do you have a valid driver's license to operate a motor vehicle? If YES, complete the following:  
 State: \_\_\_\_\_ Type of License \_\_\_\_\_ Lic. No. \_\_\_\_\_ Expiration Date \_\_\_\_\_

10. Do you have any relations by blood or marriage employed by the Superior Court of California, County of El Dorado? (Court policy prohibits nepotism.) If YES, give name(s) and relation in Item No. 15.

11. Have you ever been convicted of an offense against the law including misdemeanor offenses such as DUI, reckless driving, etc. or forfeited collateral? You may omit: (1) Minor traffic violations and (2) any offense committed before your 18<sup>th</sup> birthday. If YES, give details in Item No. 15.

12. Please check the type of employment you are willing to accept:  FULL-TIME  PART-TIME  TEMPORARY

13. Please check the location of the position you are applying for:  SOUTH LAKE TAHOE  PLACERVILLE  CAMERON PARK

14. In addition to English, I can:  speak  read  write fluently \_\_\_\_\_  
 Applicant may be tested to validate language skills. (enter language)

15. SPACE IS PROVIDED FOR AN EXPLANATION, IF NECESSARY, FOR ITEMS 7, 8, 10, 11 OR TO LIST ANY SPECIAL SKILLS.

**INSUFFICIENTLY COMPLETED APPLICATIONS WILL BE REJECTED**

TURN OVER APPLICATION AND FILL OUT *BEFORE* SIGNING BELOW

16. **CERTIFICATE OF APPLICANT:** Recheck the Application to be sure it is complete and read the following carefully before signing. Applicant must sign personally. I hereby certify that all statements made in this application are true and I agree and understand that any misstatement or omission of material facts herein may cause forfeiture on my part to any employment or payment as an employee in the service of the Superior Court of California, County of El Dorado. I further agree to be fingerprinted, and upon employment, to furnish such proof of age as may be required. I hereby authorize representatives of the Superior Court of California, County of El Dorado to contact (except as noted in #6) organizations, employers, schools and individuals listed for the purpose of establishing or verifying my qualifications, work history and work habits in connection with this application for Superior Court employment. I understand and acknowledge that such information will be used confidentially and for purposes of employment decisions only. I authorize the individuals or organizations contacted to release the above information to the Superior Court of California, County of El Dorado.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**INSUFFICIENTLY COMPLETED APPLICATIONS WILL BE REJECTED**

(i.e. "See attached resume" is unacceptable)

**PLEASE READ THE MINIMUM QUALIFICATIONS SECTION OF THE JOB BULLETIN BEFORE FILLING OUT THIS SIDE**

**17. EDUCATION AND EXPERIENCE**

A. Do you possess a High School Diploma or G.E.D.?  Yes  No

B. NAME AND LOCATION OF COLLEGE OR UNIVERSITY	COURSE OF STUDY	SEMESTER UNITS	QUARTER UNITS	DEGREE	DATE COMPLETED

C. BUSINESS, CORRESPONDENCE, TRADE, OR SERVICE SCHOOLS:

COURSE OF STUDY:

**18. CERTIFICATES, LICENSES, OR PROFESSIONAL REGISTRATION WHICH APPLY TO THIS POSITION:**

DATE ISSUED \_\_\_\_\_ TYPE OF LICENSE & REGISTRATION NO. \_\_\_\_\_

DATE ISSUED \_\_\_\_\_ TYPE OF LICENSE & REGISTRATION NO. \_\_\_\_\_

**19. IF THIS POSITION REQUIRES COMPUTER, TYPING, AND/OR SHORTHAND SKILLS, PLEASE INDICATE: YES NO**

Computer

Typing   \_\_\_\_\_ WPM

Steno   \_\_\_\_\_ WPM

**20. EXPERIENCE:** Begin with your most recent experience. List ALL experience in the last ten years, including U.S. Military Service. Give details of the experience which you believe helps you meet the requirements of the position for which you are applying. Show actual time (number hours/days, number of hours/weeks) spent in such experience. If "volunteer," state in the space following salary. Resumes are encouraged, BUT WILL NOT BE ACCEPTED IN LIEU OF ANY PORTION OF THE STANDARD SUPERIOR COURT OF CALIFORNIA, COUNTY OF EL DORADO APPLICATION. All materials submitted become the property of the Superior Court of California, County of El Dorado. You may attach additional sheets if necessary.

PERIOD OF EMPLOYMENT FROM: _____ TO: _____ TOTAL: _____YR. _____MO. <input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME If part time, give exact or average hours per week: _____	JOB TITLE AND MOST RELEVANT DUTIES PERFORMED TITLE: _____ NO. SUPERVISED _____ DUTIES: _____	NAME AND ADDRESS OF EMPLOYER (S) EMPLOYER: _____ ADDRESS: _____ _____ IMMEDIATE SUPERVISOR: _____ PHONE NO. : _____ REASON FOR LEAVING: _____
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PERIOD OF EMPLOYMENT FROM: _____ TO: _____ TOTAL: _____YR. _____MO. <input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME If part time, give exact or average hours per week: _____	JOB TITLE AND MOST RELEVANT DUTIES PERFORMED TITLE: _____ NO. SUPERVISED _____ DUTIES: _____	NAME AND ADDRESS OF EMPLOYER (S) EMPLOYER: _____ ADDRESS: _____ _____ IMMEDIATE SUPERVISOR: _____ PHONE NO. : _____ REASON FOR LEAVING: _____
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PERIOD OF EMPLOYMENT FROM: _____ TO: _____ TOTAL: _____YR. _____MO. <input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME If part time, give exact or average hours per week: _____	JOB TITLE AND MOST RELEVANT DUTIES PERFORMED TITLE: _____ NO. SUPERVISED _____ DUTIES: _____	NAME AND ADDRESS OF EMPLOYER (S) EMPLOYER: _____ ADDRESS: _____ _____ IMMEDIATE SUPERVISOR: _____ PHONE NO. : _____ REASON FOR LEAVING: _____
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PERIOD OF EMPLOYMENT FROM: _____ TO: _____ TOTAL: _____YR. _____MO. <input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME If part time, give exact or average hours per week: _____	JOB TITLE AND MOST RELEVANT DUTIES PERFORMED TITLE: _____ NO. SUPERVISED _____ DUTIES: _____	NAME AND ADDRESS OF EMPLOYER (S) EMPLOYER: _____ ADDRESS: _____ _____ IMMEDIATE SUPERVISOR: _____ PHONE NO. : _____ REASON FOR LEAVING: _____
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CONFIDENTIAL

Superior Court of California, County of El Dorado Affirmative Action Form

The Superior Court of California, County of El Dorado requests all persons to complete this portion of the application under the provisions of the Government Code Section 1233. This is not a part of the application and is removed before screening, it is used for AA/EEO purposes only. No individual personnel selections are made based on the information. Please answer the following questions to the best of your ability. Your cooperation is appreciated.

ETHNIC CATEGORY

1.  WHITE (Not of Hispanic origin). All persons having origins in any of the original peoples of Europe, North Africa or the Middle East.
2.  BLACK (Not of Hispanic origin). All persons having origins in any of the Black racial groups of Africa.
3.  HISPANIC. All persons of Mexico, Puerto Rico, Cuba, Central or South America, or other Spanish culture or origin, regardless of race.
4.  ASIAN or PACIFIC ISLANDER. All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.
5.  AMERICAN INDIAN or ALASKAN NATIVE. All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

TITLE APPLIED FOR:	DATE:
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I LEARNED ABOUT THIS JOB OPENING THROUGH (check appropriate boxes):

- |   |   |
|---|---|
| <ol style="list-style-type: none"> <li>1. <input type="checkbox"/> A FRIEND OR RELATIVE</li> <li>2. <input type="checkbox"/> A COURT EMPLOYEE</li> <li>3. <input type="checkbox"/> COURT EMPLOYMENT ANNOUNCEMENT</li> <li>4. <input type="checkbox"/> COURT ADMINISTRATION</li> </ol> | <ol style="list-style-type: none"> <li>5. <input type="checkbox"/> JOB FAIR, AN ORGANIZATION, OR GROUP (Which?): _____</li> <li>6. <input type="checkbox"/> ADVERTISEMENT (Which paper or magazine?): _____</li> <li>7. <input type="checkbox"/> WEBSITE (Please specify site): _____</li> <li>8. <input type="checkbox"/> OTHER MEANS (Please specify): _____</li> </ol> |
|---|---|

GENDER:  Male  Female

AGE: Are you 40 years of age or older?  YES  NO