

## **FACILITATOR/SELF-HELP ATTORNEY**

### **Definition**

Under minimal direction, this professional position oversees Facilitator/Self-Help services. Incumbent's appointed to this position are unrepresented, "at will", and serve at the pleasure of the Court Executive Officer. This position is responsible for providing facilitator services mandated by Family Code 10000-10012, and providing legal services for unrepresented litigants. This position does not establish an attorney-client relationship or represent a party in court.

### **Distinguishing Characteristics**

This position is a combination position performing two distinctly different areas of duties weighted 50% each. In the role of Facilitator the incumbent facilitates and expedites family law proceedings related to child support, spousal support, paternity establishment/disestablishment, and health care insurance and expenses. In the role of Self-Help Attorney the incumbent facilitates and expedites proceedings related to dissolution, legal separation, nullity, parentage, child custody and visitation, property division, step-parent adoption, emancipation, domestic violence, restraining orders, probate guardianships, and answers to limited civil petitions.

### **Representative Essential Duties**

- Develop, plan, implement and administer a Family Law Facilitator program pursuant to Family Code Section 10000 et seq.
- Mediate complex family matters such as paternity, temporary or permanent child/spousal support and parentage proceedings.
- Draft stipulations to include all agreed upon issues related to family support, health insurance and paternity issues.
- Prepare child support and spousal support calculations and schedules using required computer software.
- Conduct status conferences to review case files with litigants and to provide direction on obtaining final judgments in divorce, legal separation, nullity, and paternity cases, as required by Rule of Court 5.83 and Local Rule 8.27.00.
- Assist the Family Law Judge with law and motion hearings by helping unrepresented litigants reach stipulations on all issues on calendar and prepare the Findings and Order After Hearing.
- Assist the Family Law Judge with case research, as necessary.
- Provide information and direction to litigants not represented by counsel including incarcerated litigants on matters of process and procedure; to facilitate and expedite family law proceedings related to child support, spousal support and health insurance matters; and assist with any other responsibilities to enable the court to be responsive to the litigants' needs and to assist them in obtaining meaningful access to services.
- Provide educational materials to the public and respond to public inquiries.
- Design contents of, and conduct clinics on relevant topics for the public.
- Develop, plan, implement and administer self-help grant programs.
- Distribute necessary court forms and provide assistance in completing forms.

- Meet with court officials, state, and county departments, community organizations and others to assess the need for and identify services that will assist the court in resolving child and spousal support disputes and improve access to the Family Court for financially disadvantaged litigants or other litigants not represented by counsel.

### **Judgment and Responsibility**

The incumbent receives general direction on a wide variety of assignments. Established policies, procedures, and standards may not be available or may be so general in nature that the incumbent must exercise considerable discretion with respect to assignments and duties. Requires the exercise of good judgment to choose among possible actions often without clear precedent, and to be able to distinguish between providing neutral legal information versus legal advocacy/advice in order to preserve the impartiality of the court.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

##### Essential

Federal and State family law, rules, and regulations; trial and hearing procedures and rules of evidence in California; family law principles, procedures and local court forms; child support establishment and enforcement process under Title IV-D of the federal Social Security Act; child support law and the operation of the uniform state child support guidelines; a basic understanding of law and psychological issues related to domestic violence; civil and family litigation and family law computer programs; principles, methods, and processes involved in obtaining and managing grants; knowledge of standard office practices and procedures; and knowledge of Microsoft Outlook, WORD, and Excel programs.

#### **Ability to:**

##### Essential

Establish and maintain effective working relationships with the judicial officers, court staff, public and private agencies; work independently; present statement of fact and law; work effectively, patiently, and directly with a diverse population including those who are unable to read, have emotional and cognitive limitations, those under duress due to legal, financial, and personal problems, those with learning and/or physical disabilities or limitations, those who speak languages other than English, and those clients who are confused, angry, hostile, or frustrated with the legal system; write clear, concise directions regarding filing and service requirements; communicate clearly and effectively with litigants, staff, judges, attorneys, and other service providers; make oral presentations to groups; develop, coordinate and conduct workshops; maintain confidential information when required by legal or ethical standards; travel periodically; access and search the internet for legal resource information, including but not limited to court websites, legal software programs (Legal Solutions, Martin Dean's Essential Forms), legal research programs (Lexis Nexis, Westlaw); use computer software programs to create forms, correspondence, statistics and reports; read, understand, and interpret a variety of laws, rules, and regulations; analyze complex issues, relate the issues to the law, and reach sound decisions; use a computer to query court case management systems; mediate support issues with self-represented parties; establish priorities and successfully coordinate competing activities; be non-judgmental and deal compassionately with persons in stressful situations; work and communicate effectively with pro per litigants of diverse education, ethnic, and economic backgrounds; interpret and apply statistical information, and generate required reports.

**Education and Experience**

Essential

Graduation from an accredited law school, active membership in the State Bar of California, five years of experience in the practice of law including a minimum of three years of mediation or litigation experience in the field of family law.

Desirable

Training and/or experience in the area of domestic violence; working with low income or non-English speaking persons; experience with local community resources.

**License or Certificate**

Possession of a valid driver's license at the time of appointment. *This requirement will be reviewed on a position basis in accordance with ADA regulations.*

**Physical Requirements**

Ability to sit for extended periods of time; walk or otherwise move within court facilities; normal manual dexterity and eye-hand coordination; use hands to finger, handle or feel objects and to use a computer keyboard; to reach with hands and arms; vision to read and write material and view a computer monitor; sufficient strength to lift, carry, push or pull materials weighing up to 25 pounds; lifting position may be from floor to the 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; hearing and speaking needed to listen effectively and to talk with individuals, by phone, and in person.

**Miscellaneous Requirements**

Candidates are required to pass a fingerprint clearance by the Federal Bureau of Investigation (FBI) and Department of Justice (DOJ)

**Working Conditions**

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.

NOTE: The statements here in are intended to describe the general nature and level of work being performed by employees, 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.

<b>Classification Status</b>	PL
<b>Representation Unit</b>	None
<b>FLSA</b>	Exempt
<b>Established</b>	6/09
<b>Revised</b>	5/16 (minor revisions)
<b>Previous Title</b>	

General sign-off: The employee is expected to adhere to all Court policies.

I have read and understand this explanation and description of the classification.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_