



# Attorney (Self Help and Family Law Facilitator Program)

Class Code:  
4879

Bargaining Unit: Alameda County Management Employees  
Association

SUPERIOR COURT OF CALIFORNIA, COUNTY OF ALAMEDA  
Revision Date: Jan 16, 2009

## SALARY RANGE

SEE SALARY SCHEDULE

## **JOB DESCRIPTION:**

### JOB DEFINITION

Under the general direction of the Managing Attorney, to perform a variety of complex professional legal work, including research and consultation for Court judicial officers, court staff and litigants; to provide legal and administrative support related to self-help legal services and programs within the Superior Court of Alameda County; and to perform other related duties as assigned.

### DISTINGUISHING FEATURES

This is a journey level attorney position that is assigned to Self-Help and Family Law Facilitator Program and reports to the Managing Attorney. Incumbents are expected to perform more complex professional legal work and research with minimal guidance and supervision. This class is distinguished from the higher-level class of Managing Attorney who has responsibility for direct program management and supervision of this court-wide specialized program whereas the Attorney (Self-Help and Family Law Facilitator Program) has the responsibility for providing day-to-day administrative support to the Managing Attorney, and has lead responsibilities to ensure efficient delivery of program services.

## **EXAMPLES OF DUTIES:**

NOTE: The following are duties performed by employees in this classification. However, employees may perform other related duties at an equivalent level. Each individual in this classification may not necessarily perform all listed duties.

1. Assists the Managing Attorney in daily operations of the offices, including supervision and training of volunteers, interns and staff.

2. Assists and instructs self-represented litigants with completion of Judicial Council forms and other pleadings.
3. Provides procedural instructions, legal information and referrals for self-represented litigants to other court-based services, the Bar Association of Alameda County, legal services providers and other community agencies.
4. Analyzes legal issues raised by parties and consults with the Managing Attorney and staff on difficult legal issues.
5. Provides self-represented litigants legal information on specific areas of the law through workshops, clinics and educational materials.
6. Assists self-represented litigants with stipulations and prepares formal orders consistent with the court's announced order; attends, assists with and responds to procedural and substantive inquiries during hearings.
7. Provides services mandated by the California Family Code, Division 14, the Family Law Facilitator Act, Secs. 10000 – 10015, and the Superior Court of California, County of Alameda, as set out in the Act and pursuant to the court's local rules.
8. Writes curriculum and teaches courses for pro bono attorneys and law student interns.
9. Develops and maintains educational and instructional materials for self-represented litigants.
10. Performs legal research and prepares a variety of reports and correspondence.
11. Maintains proficiency through continuing education in specific areas of procedural and substantive law.
12. Performs other related duties as requested or assigned.

## **MINIMUM QUALIFICATIONS:**

### Education:

Graduation from an accredited college or university with a law degree.

### And

### Experience:

The equivalent to two years of full-time experience as a practicing attorney with an emphasis in family law, including probate and general civil. Bilingual proficiency in Spanish is highly desirable.

## **LICENSE REQUIREMENT**

Current active membership and good standing with the State Bar of California.

## **KNOWLEDGE AND ABILITIES:**

*Knowledge of* Civil procedure; California codes, statutes and case law applicable to family law and civil cases; principles and practices relating to providing legal self-help services; the California judicial system, and local court operations and procedures; problem-solving and conflict resolution methods and techniques; family dynamics and legal issues related to family violence; operation of personal computers and the use of family law and other applicable computer programs, including word processing and spreadsheets; familiarity with and use of DissoMaster and the DCSS calculator for support calculations; preparing effective oral presentations and written materials; preparing a variety of program reports; research methods and principles of program evaluation.

*Ability to* provide services in the most effective and efficient manner possible; use initiative and independent judgment within general policy guidelines; apply problem-solving and conflict resolution methods and techniques; work effectively with internal and external committees; operate modern office equipment and personal computers, and use specified computer applications related to family law support and software programs, including word processing, spreadsheets and forms completion; communicate effectively in English, orally and in writing; use tact and discretion, and establish and maintain effective working relationships with those contacted in the course of the work; attend meetings outside of normal working hours; occasional evening and weekend hours; travel throughout the county and statewide as necessary.

## **CLASSIFICATION HISTORY:**

Date established: 4/25/06

RT/rt