



Senior Attorney, Self- Help and Family Law Facilitator Program

Class Code:
5018

Bargaining Unit: U-MGMT

SUPERIOR COURT OF CALIFORNIA, COUNTY OF ALAMEDA
Established Date: January 19, 2022

SALARY RANGE

\$52.58 - \$62.22 Hourly
\$4,206.40 - \$4,977.60 Biweekly
\$109,366.40 - \$129,417.60 Annually

JOB DESCRIPTION:

JOB DEFINITION

Under the general direction of the Managing Attorney, Senior Attorney performs a variety of complex professional legal work, including research, legal assistance, and educational services to self-represented litigants. Leads and oversees administrative functions and activities of the Self-Help/Family Law Facilitator & Dispute Resolution Services Unit; may plan, assign and review the work of other attorneys and legal staff; provides legal and administrative support related to self-help and dispute resolution services and programs within the Superior Court of Alameda County; and to perform other related duties as assigned.

DISTINGUISHING FEATURES

The Senior Attorney is the advanced journey/lead worker level of the Attorney series. Incumbents may serve as a lead worker, mentoring and

coordinating the work of attorneys and other legal staff. Senior Attorneys must understand all self-help case types and have a general legal background in order to support the operations of the unit. The incumbent may act on behalf of the Managing Attorney when they do not participate directly.

This classification differs from positions in the Research Attorney series whose primary duties are to perform legal research for judicial officers. This class is distinguished from the lower level Attorney class in that it is responsible for assisting in the operation of the Self-Help/Family Law Facilitator & Dispute Resolution Services Unit and for providing day-to-day administrative support, including but not limited to scheduling and providing input to the manager for evaluations and disciplinary actions of assigned staff. This classification differs from the higher level Managing Attorney class in that the latter has full supervisory authority regarding hiring, firing, discipline, performance assessments, training, etc., for an Attorney, Senior Attorney and other legal staff.

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 does not necessarily perform all listed duties.

1. Provides lead direction, work assignment, and review for assigned staff; consults with and advises staff on problems with cases; serves as coach in individual professional and team development.
2. Serves as legal advisor or staff liaison to assigned judicial committees; researches, analyzes, and formulates recommended policies, procedures, and forms related to specified court proceedings and recurring issues at the request of the managing attorney, director, judicial officers, judicial committees, and court administration.
3. Plans, directs, reviews and evaluates the schedule and work of assigned professional, technical, clerical, intern and volunteer staff; assist in the selection of staff; and trains staff, interns and volunteers in work procedures and substantive legal principles, practices, laws and rules.
4. Plans, develops, recommends and implements operational procedures for the Self-Help and Family Law Facilitator Program, ensuring the maximum utilization of available staff, interns, volunteers and financial resources, including grant funds.
5. Reviews matters referred from judicial officers, court staff, community partners and others related to self-represented litigants.

6. Provides legal assistance to self-represented litigants by preparing and reviewing their forms and pleadings concerning the various self-help case types, including but not limited to the process of establishing parentage and establishing, modifying and enforcing child and spousal support.
7. Participates in community outreach and conducts trainings; represents the Court and acts as a liaison at Judicial Council conferences, committee meetings and community events.
8. Participates in the development of Self-Help procedures, resources and services; updates law library materials; creates and revises educational and outreach materials to meet the needs of staff, interns, self-represented litigants, and the community; creates and revises local rules and forms.
9. Retrieves and analyzes data from a variety of sources, including manual and automated systems; maintains accurate records and files; prepares and provides statistical information to the Judicial Council and other departments and organizations; prepares a variety of reports, stipulations, forms, correspondence, and other written information.
10. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Education:

Completion of a Juris Doctorate from an accredited college or university.

And

Experience:

The equivalent to five years of full-time experience as a practicing attorney with an emphasis in family, probate or civil areas of law. Bilingual proficiency in Spanish, Mandarin or Cantonese is highly desirable.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Self-help case types to include Family Law, parentage and child support establishment, modification and enforcement under Title

IV-D of the federal Social Security Act, Probate, Restraining Order, Unlawful Detainer, Name Change and Small Claims;

- Operational characteristics, services and activities of a self-help/family law facilitator program, including principles and practices relating to providing legal self-help services;
- Program and policy development and implementation;
- Modern and complex principles and practices of Court operations;
- Methods and techniques for preparing effective oral presentations and professional written reports and legal research methods; and
- Pertinent federal, state and local laws, codes and ordinances, including but not limited to civil procedure, rules of evidence, scope and role of local court rules and procedures.

Ability to:

- Read and understand complex legal information, procedures and forms;
- Analyze complex issues, relate the issues to the law and reach sound decisions;
- 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;
- Perform legal research quickly and accurately;
- Plan, organize, direct and coordinate the work of assigned staff;
- Advise self-represented litigants, paralegals, interns, volunteers and court staff on procedural and substantive legal issues;
- Effectively use relevant computer applications related to the work, including word processing and spreadsheet software;
- Interpret and explain Court policies and procedures to self-represented litigants and court staff;
- Establish and maintain effective working relationships with judicial officers, court staff and public and private agency staff;
- Set priorities and complete projects in a timely manner;
- Prepare clear and comprehensive correspondence, reports and memoranda; and
- Remain patient, calm and professional while working with individuals who are in highly stressful situations.

CLASSIFICATION HISTORY:

Date Established: January 2022

