

***Superior Court of California,  
County of Madera***



***Invites Applications for:***

***Family Law Facilitator –  
Self-Help Attorney***

***\$85,992 - \$104,524 Annually***

***Final Filing Date:  
Open Until Closed***

**Position Summary**

Under limited direction, provides services mandated by Family Code 10000-10012, including the development, planning, implementation, and administration of the family law program providing legal services to litigants not represented by counsel. This position serves at the will of the Court Executive Officer.

**Supervision Exercised**

May exercise lead supervision (reviewing and coordinating the work) of paraprofessional, clerical support and/or volunteers.

**Essential Duties**

- ❖ Under the direction of the Presiding Judge and Court Executive Officer, develop, plan implement and administer a family law program providing services to litigants unrepresented by counsel to facilitate and expedite family law proceedings related to Child Support, Spousal Support, Guardianship and health insurance matters.
- ❖ Services include, but are not limited to, providing education materials to parents concerning the process of establishing parentage and establishing, modifying, and enforcing child and spousal support in the courts.
- ❖ Providing assistance in completing family law and domestic violence forms, preparing support schedules based on statutory guidelines.
- ❖ Providing referrals to child support, family court services, and other community agencies and resources that provide services for parents and children
- ❖ Distributing necessary court forms; drafting stipulations; preparing formal orders.
- ❖ Developing outreach programs to improve access to the Family Court for financially

disadvantaged litigants and other duties as assigned.

**Knowledge, Skills and Abilities**

**Knowledge of:**

- ❖ Family Law principles and court procedures.
- ❖ Personnel management principles and techniques.
- ❖ Pertinent federal and state family laws, rules and regulations.
- ❖ Family law software programs and family law forms and their software programs.
- ❖ Child Support establishment and enforcement process under Title IV-D of the Federal Social Security Act (42 U.S.C. § 651 et seq.).
- ❖ Child Support law and operation of the uniform state and child support guidelines.
- ❖ Family law related resources and community-based organizations and referral services.
- ❖ Basic understanding of law and psychological issues related to domestic violence.
- ❖ Judicial Council initiatives for expanded Self-Help services.

**Skill to:**

- ❖ Operate modern office equipment including computer equipment.
- ❖ Type and enter data at a speed necessary for successful job performance.

**Ability to:**

- ❖ Develop, plan, implement and administer family law programs.
- ❖ Execute duties consistent with the Judicial Council's initiatives for expanded Self-Help services.
- ❖ Work with people of diverse socioeconomic backgrounds.
- ❖ Communicate effectively orally and in writing.
- ❖ Establish and maintain effective working relationships with the Superior Court Judicial Officers and staff, including the District Attorney's office, members of the Bar and other governmental and community agencies.
- ❖ Read, understand and interpret a variety of laws, rules and regulations.

- ❖ Analyze a variety of information related to the law to reach sound decisions.
- ❖ Conduct his/herself in a fair, courteous and efficient manner to promote respect for the judicial process.
- ❖ Promote settlement through knowledge of court procedures and family law principles.
- ❖ Be non-judgmental and deal compassionately with persons who are in highly stressed situations.

## **MINIMUM QUALIFICATIONS**

**Experience:** Requires five years in the practice of law which must include substantial family law practice including litigation and/or mediation. Must be proficient in family law support software programs and knowledgeable in family law forms. Court may substitute additional experience, skills or background.

**Education:** Graduation from an accredited school of law.

**License:** Active member of the State Bar of California and possession of, or ability to obtain, an appropriate, valid driver's license or must be able to provide self-arranged transportation.

## **How to Apply**

### **APPLICATION PROCESS:**

Interested persons are to submit an official application and responses to the supplemental questionnaire. A resume may be included with the application but will **not** be accepted in lieu of an official application. An application may be obtained by accessing the Madera Superior Court website at:

<https://www.madera.courts.ca.gov/general-information/job-openings> or by visiting the Madera Superior Courts Human Resources Division. Office hours are Monday - Friday, 8:00 a.m. – 5:00 p.m.

### **MAILED APPLICATIONS:**

If an application is mailed, the application and all required documentation must be received by the final closing date and time indicated. An application may be mailed to:

**Madera Superior Court  
Human Resources Division  
200 South G Street  
Madera, CA 93637**

**NOTE: Emails and faxes are not accepted.**

### **ADA ACCOMMODATIONS:**

If you are a person with a disability and in need of accommodations during your interview, please contact our office at 559-416-5517.

THE PROVISIONS OF THIS JOB BULLETIN DO NOT CONSTITUTE AN EXPRESSED OR IMPLIED CONTRACT. THE MADERA COUNTY SUPERIOR COURT RESERVES THE RIGHT TO MAKE NECESSARY MODIFICATIONS TO THE EXAMINATION PLAN. SUCH REVISIONS WILL BE IN ACCORDANCE WITH MADERA COUNTY SUPERIOR COURT PERSONNEL POLICIES AND STANDARDS. QUESTIONS REGARDING THIS ANNOUNCEMENT MAY BE DIRECTED TO THE MADERA COUNTY SUPERIOR COURT, HUMAN RESOURCES DIVISION.

## **Recruitment Schedule**

**Final Filing Date: Open Until Closed**

## **Salary and Benefits**

**The salary for this position is \$85,992 - \$104,524 annually.**

## **The Madera Superior Court offers an excellent benefits package:**

- ❖ 13 paid holidays, plus 1 floating holiday per year.
- ❖ 1 sick leave day per month (unlimited accrual).
- ❖ 2 weeks paid vacation after 1 year, vacation accrual increasing thereafter with years of service (50 days max accrual).
- ❖ 10 days management leave per fiscal year.
- ❖ Membership in the California Public Employees' Retirement System (CalPERS) pursuant to the provisions of California's 2013 Pension Reform Act (Act) and CalPERS Regulations. Individuals with current or prior CalPERS membership status or "classic member" will be eligible for an enhanced 2.7% @ 55 retirement formula; employee contributes 8%. Individuals with no current or prior CalPERS membership status and who are defined as "new members" or new employees will be eligible for the 2% @ 62 retirement benefit formula; employee contributes 6.75%.
- ❖ Superior Court participates in the CalPERS Health Benefit Program, and for certain selected health plans, the Superior Court pays 100% of health insurance premium for employee and 50% for either two-party or family coverage.
- ❖ \$50,000 Term Life Insurance.

***"The Mission of the Madera Superior Court is to ensure equal and fair access to all in the judicial system and provide public service in an efficient and impartial manner."***



*Equal Employment Opportunity*