

**Superior Court of California
County of Solano
Job Announcement**

**Self-Help Paralegal
(.5 FTE)**

RECRUITMENT # 2013-11

Salary: \$23,140 – 28,409 annually

CLOSING DATE: January 3, 2014

Job Definition

Under limited direction, this position provides services to self-represented parties primarily in domestic violence cases at the Vallejo Branch of the Solano Superior Court. Services include attending court hearings with self-represented parties and preparing Orders After Hearing in the courtroom, assisting parties in document preparation and educating parties in court processes. This classification is half-time, represented and non-exempt from the Fair Labor Standards Act.

Essential Functions (Core Competencies) including, but not limited to:

- Providing direct services to self-represented litigants in completing and reviewing documents related to family law matters, especially domestic violence matters;
- Explaining legal procedures;
- Explaining courtroom proceedings;
- Preparing orders after hearings for signature by a judicial officer;
- Preparing calculations accurately using the child support calculation computer software;
- Distributing forms and temporary restraining orders to applicants with explanations and referrals;
- Exercising discretion and maintaining confidentiality;
- Using sound judgment within general policy guidelines;
- Organizing and managing multiple priorities;
- Maintaining regular and reliable attendance; and
- Performs other related work as required by business needs or as assigned.

The ideal job applicant will possess all of the knowledge, skills, and abilities (KSAs) listed below, including other KSAs and meet all minimum requirements. A more detailed list of minimum requirements and KSAs is available upon request in the form of a job specification.

Knowledge, Skills, and Abilities – The successful applicant will possess the following (KSAs)

Knowledge of :

- California Family Code, Code of Civil Procedure, Civil Code, California and Local Rules of Court;
- Policies procedures and activities of the Court as they pertain to performance of duties;

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- Techniques and trends in self-represented litigant services;
- California Trial Court system, legal terms, procedures, forms and documents used in court cases;
- Correct use of English language, grammar, punctuation, vocabulary, and spelling;
- Modern office procedures; and
- Journey level knowledge of Microsoft Office Suite or similar applications.

Ability to:

- Exhibit excellent time management skills;
- Organize and manage multiple tasks;
- Understand and implement verbal and written instructions;
- Write clearly and concisely;
- Complete pre-printed forms legibly by hand or using a computer;
- Communicate effectively verbally and in writing with people of diverse socio-economic backgrounds;
- Work with a minimum of on-site supervision;
- Work with a variety of people who may be in stressful, emotional, and confrontational situations;
- Establish and maintain professional relationships;
- Prepare mathematical calculations correctly; and
- Ability to maintain confidentiality of information.

Educational and Work Experience Requirements

- Graduation from high school or completion of a GED
AND
- Completion of a paralegal course from an accredited school

Desirable Qualifications

- Experience working with documents and processes associated with domestic violence and other family law matters
- Fluency in Spanish or Tagalog

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Physical Requirements and Work Environment

The duties assigned to this position requires standing, walking, use hands to finger, handle, pinch, pull objects or controls, reach with hands and arms, climb stairs, and balance. Customarily, assigned work may include frequent lifting of up to approximately 10 pounds. Occasional lifting of up to 25 pounds may be required. Incumbent may need to sit and work at a computer for long periods of time or to sit in the courtroom for long periods of time. Some bending, stooping, and/or squatting may be required. While performing assigned duties, the employee is exposed to weather conditions prevalent at the time. The noise and traffic level in the work environment are similar to a busy business office. Reasonable accommodation requests will be considered during pre-employment testing period and after employment when requested, medically documented, and determined by the court to be appropriate under applicable law.

Benefits Packages

Solano Superior Court employees are valued. The court offers an excellent benefit package, as described as follows: CalPERS retirement (specific plan depends on PEPRAs rules). All employees participate in Social Security, Medicare and State Disability Insurance. The Court also offers health insurance (6 HMOs and 3 PPOs in 2014); dental and vision insurance; 457 deferred compensation plan; and sick leave earned at approximately 12 days per year. Employees may establish a flexible spending account for qualifying medical, dependent care, or transportation expenses. The Court provides a life insurance policy for employees at no cost. New employees earn ten (10) days of vacation per year and are eligible to use vacation after working approximately 1,040 hours. That accrual rate increases to 15 days after three years and to 20 days after 10 years of employment. This classification receives 48 hours of administrative leave per fiscal year (may be prorated first year, depending on hire date). Additional benefits include 2 days of floating holiday leave, an employee assistance program, and longevity pay after 10 years.

Recruitment Process

To be considered for this position, job applicants are required to complete an official court application. You may include a résumé, if you wish, but it cannot substitute for the official application form.

Eligible job applicants will be notified by phone or letter of the date and location prior to scheduling for the interview.

Official application forms are available on the court's Web site, www.solano.courts.ca.gov or application forms may be picked up from the court's human resources department in the Executive Office at 600 Union Avenue, Fairfield. Applications may be mailed or dropped off at the court **and must be received** by close of business on the final filing date. Faxes, e-mails, or postmarks are not accepted.