



### **Family Law Facilitator**

**Resumes in lieu of the application form will not be considered.  
Unrepresented and at-will**

**Closing Date: Until Filled**

**Annual Salary Range: \$116,444 - \$141,103**

**Definition:** Under limited direction, this professional level position provides services mandated by Family Code 10000-10012 which includes the development, planning, implementation, and administration of a family law program providing legal services to litigants not represented by counsel. In addition, this position manages the Self-Help Resource Center including coordinating all courts services for self-represented litigants and managing, supervising support staff. This position facilitates and expedites family law proceedings related to child support, spousal support, and health insurance matters as required by Family Law Facilitator statute and administers self-help services in all other areas of family law, guardianships, and conservatorships.

**Essential Duty Sample: (This List Is Not All Inclusive, BUT A REPRESENTATIVE SAMPLE OF DUTY FUNCTIONS)**

#### **EMPLOYMENT STANDARDS**

Provide education materials to parents concerning the process of establishing paternity and establishing modifying and enforcing child and spousal support in the courts. Select, assign, monitor, and evaluate the work of subordinate staff, which includes interviewing, discipline and writing performance evaluations; oversee the recruitment, training, scheduling, and supervising of paralegals and interns. Prepare personnel data forms, status changes and other personnel related materials. Provide direct services to self-represented litigants in a wide range of family-related case types. Assist Judicial Officers in the courtroom setting with management of cases involving two self-represented litigants. Distribute necessary court forms and voluntary declarations of paternity. Provide assistance in completing forms. Prepare support schedules based upon statutory guidelines. Provide referral to the Local Child Support Agency, Family Court Services, and other community resources that provide services for parents and children. Meet with litigants to mediate issues of child support, spousal support, and maintenance of health insurance. Draft stipulations to include all issues agreed to by the parties. Review paperwork, examine documents, prepare support schedules, and advise the judge whether or not the matter is ready to proceed when the parties are unable to resolve issues with the Facilitator's assistance. Prepare formal orders consistent with the court's announced order in cases where both parties are unrepresented. Assists the court with research and any other responsibilities which will enable the court to be responsive to litigants' needs. Prepare and submit mandatory quarterly reports to the Judicial Council regarding services provided under the AB1058 grant using the Family Law Facilitator Electronic Data system. Develop programs for bar and community outreach that will assist unrepresented and financially disadvantaged litigants in gaining meaningful access to family court. Develop innovative approaches to family law procedures. Establish and maintain effective working relationships with Judicial Officers, court staff and the Local Child Support Agency. Establish and maintain a cooperative relationship and effective referral base with legal and domestic violence resources in the community. Attend staff and other work-related meetings, workshops, seminars, and other continuing education opportunities as requested and required. Serve as a representative of the Court, displaying courtesy, tact, consideration and discretion in all interactions with other members of the Court community and with the public.

**Education / Experience:** The combination of education and experience as follows are the minimum qualification; graduation from a recognized school of law with a minimum of five years' experience in the practice of law which must include substantial family law practice including litigation and/or mediation.

**Knowledge, Skills and Abilities:** Legal principles, precedents and their application. Legal research methods. Principles of civil, criminal, constitutional and administrative law and their application. Court procedures, rules of evidence and procedures. Laws applicable to operation of County government and related agencies. State and local laws and ordinances. Preparations of briefs and opinions. Family mediation techniques and approaches. Legal aspects and issues of domestic violence. Principles and practices of supervision, evaluation and training. Child support law and guideline calculation methods. Analyze legal principles and precedents and apply them to legal and administrative problems. Use legal reference works including case and statutory law. Present statement of fact, law and argument clearly and logically in written and oral form. Work well under pressure. Supervise, train and evaluate staff. Work cooperatively with individuals and groups. Develop innovative approaches to family law procedures. Communicate to explain technical information to people of various socioeconomic, cultural, and educational backgrounds. Prioritize tasks to meet departmental deadlines. Operate a computer and other related office equipment.

# EMPLOYMENT PROCESS AND EMPLOYEE BENEFITS

**Equal Opportunity Employer:** The Court does not discriminate on the basis of race, religion, color, national origin, sex, age or handicap in any of its programs or activities. The court will provide reasonable accommodation to qualified individuals with disabilities in compliance with state and federal law.

## THE EMPLOYMENT PROCESS

**Application:** Prospective employees must submit an application, supplemental application form and other required documents by 5:00 p.m. on the final filing date. Final filing dates vary and are listed on the front of each job announcement. Separate applications must be submitted for each recruitment. Resumes will not be accepted in lieu of the application.

**Examination:** Applications will be reviewed and evaluated to determine the most highly qualified candidates. Those candidates will then be invited to participate in the examination process which may consist of an application review, written, oral, or performance exam or any combination thereof. Exam scores determine rank on employment lists.

**Exam Accommodation:** Disabled applicants who require special testing arrangements must contact the Human Resources Department.

**Employment List:** Employment lists contain names of applicants who have obtained passing scores. Employment lists remain active for six months unless otherwise determined by the Human Resources Manager.

**Appointment:** The top five ranks on the employment list will be interviewed by departments having vacancies. The position supervisor makes the hiring decision.

**Probationary Period:** Employees appointed to competitive positions serve a probationary period of 6 months prior to being considered regular.

**Condition of Employment:** Candidates selected may be required to pass a pre-employment physical and/or psychological examination which is given at no cost to the candidate. A reference check and/or background investigation may also be conducted.

**Special Notice:** Candidates selected as full-time employees for some positions, may join the union and authorize a union dues deduction, or salary deduction of appropriate fee.

**Driver's License:** For positions requiring the operation of a motor vehicle, candidates referred for a hiring interview may be required to provide a DMV report and meet the Court's driving standards.

**Immigration Law:** Prior to employment, applicants will be required to provide proof of identity and authorization to work in the United States.

**Drug Free Work Place:** The Court is a drug-free workplace and has a comprehensive substance abuse policy.

## COMPENSATION

Salary ranges have 5 steps with approximately 5% between steps. Starting salaries are normally at the first step with achievement of the second step after 6 months satisfactory service. Twelve months of satisfactory service are required between each of the remaining salary steps. Candidates granted advanced step appointments are required to perform twelve months of satisfactory service before consideration for the next salary step increase.

## EMPLOYEE BENEFITS

The information listed below is a general summary of benefits. The Court has a variety of benefit options available which may differ between bargaining units. Some management positions are granted 5 additional days of vacation.

**Vacation:** 11 days initially; 16 days after 3 years; 20 days after 8 years; 25 days after 11 years; 300 hour accrual limitation.

**Holidays:** 14 holidays per year + 2 floating holidays.

**Sick Leave:** 12 days annually with unlimited accumulation.

**Insurance:** A medical PPO plan, dental and vision coverage are available. Dependent coverage is also available. Life insurance coverage of \$10,000 is provided. All positions are eligible for long-term and/or State disability insurance. Additional supplemental life and long-term disability insurance may be purchased by the employee.

**Retirement:** The retirement plan is a defined benefit plan administered pursuant to the 1937 Act County Employees Retirement Act and integrated with Social Security. In addition to ordinary retirement benefits, the plan provides disability and death benefits. Retirement contributions are made by both the Tulare County Superior Court and the employee. The Tulare County Superior Court has reciprocity with the State of California, contracting PERS agencies, State Teachers' Retirement System, and all County 1937 Act Retirement Systems.

**Other Benefits:** Employee Assistance Program, Employee Recognition Program, IRS Section 125 Program (provides tax savings for insurance costs, dependent care costs and unreimbursed medical expenses), and Deferred Compensation plans are available.

\*Following an administrative review of each application, the Court will invite **only those** candidates it deems may best meet the needs of the Court to an oral interview.

**THE PROVISIONS OF THIS BULLETIN DO NOT CONSTITUTE AN EXPRESSED OR IMPLIED CONTRACT AND ARE SUBJECT TO CHANGE.**

**Call our Job Information Line (559) 730-5000 option 8, option 2;**

**Email us at [courtHR@tulare.courts.ca.gov](mailto:courtHR@tulare.courts.ca.gov) or Visit our website at <http://www.tularesuperiorcourt.ca.gov/>**