



Supervising Paralegal

Resumes in lieu of the application form will not be considered.
Materials received after the closing date will not be accepted.

Closing Date: March 8, 2024

Annual Salary Range: \$68,612 - \$82,784

Definition:

Under general supervision, leads, assigns, and reviews the work of paralegals and support staff within the court's Self-Help division and performs highly complex and specialized paraprofessional legal support work.

Essential Duty Sample: (This List Is Not All Inclusive, BUT A REPRESENTATIVE SAMPLE OF DUTY FUNCTIONS) *In addition to the duties and necessary employment standards of the Paralegal classification:* Leads the work of staff; trains, coaches and instructs them in work procedures; devises new methods; reviews overall quality of work in concert with the Family Law Facilitator. Evaluates staff work assignments and assigns to staff to ensure even distribution of work; approves time off requests and timesheets; prioritizes and schedules work; prepares supplies orders and manages supply of legal forms packets for public distribution; coordinates workflow and cross training. Analyzes problems, evaluates alternatives, and develops sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies. Performs highly complex, difficult, and specialized paraprofessional legal support work. Researches and analyzes law sources such as statutes, ordinances, court decisions, legal documents and articles; researches authorities and pertinent cases on specific points of law; abstracts pertinent case law. Prepares guardianship and conservatorship petitions for self-represented litigants and reviews for compliance with statutes, ordinances, and court orders; assists probate judge with preparation of court orders. Reviews packets for grammatical correctness and typographical errors; drafts instruction sheets for distribution to self-represented litigants; edits and prepares updated forms packets as needed using Adobe Acrobat Pro. Attends staff and other work-related meetings, workshops, seminars, and other continuing education opportunities. Maintains effective working relationships with Judicial Officers, Departmental managers, and Justice and community partners. Maintains a cooperative relationship and effective referral base with legal and domestic violence resources. Serves 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.

EMPLOYMENT STANDARDS

Education / Experience:

Education: Minimum requirement: completion of an approved legal paraprofessional training program, with possession of a paralegal certificate.

Experience: Certificate of completion of a paralegal training program approved by the American Bar Association (ABA) or equivalencies as described in Business and Professions Code section 6450(c)(2)-(c)(4), and four (4) years of increasingly responsible legal, court and/or judicial support assistance that includes legal research and drafting legal documents; or an equivalent combination of education, training and experience. One (1) year of lead or supervisory experience is highly desirable.

Knowledge, Skills and Abilities:

Knowledge of:

Legal procedures. Legal research, techniques and methods. Drafting legal documents. Filing procedures and legal terminology. Court policies. Legal ethics related to civil procedures. Civil litigation Procedures. Restraining Orders. Family law. Small claims law. Unlawful detainer law. Adoption laws. Probate law (Guardianship/Conservatorship). AB1058 Standards/Procedures. Child Support Calculations. Essential Forms. **Skill/Ability to:** Plan, supervise, assign, review and evaluate the work of employees engaged in services in self-help resource centers. Demonstrate effective grammar/writing skills: proofread for correct grammar, citations, codes, etc. Analyze legal documents accurately. Correctly summarize the law in any given area by written memoranda. Understand and apply legal principles and precedents. Research legal references. Present verbal statements of fact and law. Perform computerized legal research. Establish effective working relations with attorneys, officials, patrons, co-workers, and the public. Follow verbal and written instructions. Operate a personal computer and related software with efficiency. Excellent customer service skills. Keyboard ability at a minimum of 50 words per minute. Learn and apply the practices and procedures of the work unit to which assigned. Punctually arrive at workstation. Work independently to prioritize work and meet departmental deadlines. Use initiative and substantial judgment in applying legal codes and court policy.

EMPLOYMENT PROCESS AND EMPLOYEE BENEFITS

Equal Opportunity Employer: The court does not discriminate on the basis of race, religion, color, national origin, sex, gender, sexual orientation, gender identity or expression, genetics, veteran status, age, or disability or any other status protected by law. The court will provide reasonable accommodation to qualified individuals with disabilities in compliance with state and federal law. In addition, the court complies with applicable state and local laws governing nondiscrimination in employment in every location in which the court has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

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.

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 7 years; 25 days after 11 years.

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.

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Email us at courtHR@tulare.courts.ca.gov or
Visit our website at www.tulare.courts.ca.gov