

SANTA CRUZ SUPERIOR COURT
COUNTY OF SANTA CRUZ



JOB RECRUITMENT

Self Help Attorney I/II

APPLICATION DEADLINE:

July 8, 2021 at 5:00 pm



About the Position

The Superior Court of California, County of Santa Cruz is seeking qualified candidates to fill a full-time *Judicial Attorney I or II (Self Help Program)* position to provide services to self-represented litigants at the Court's Self-Help Center (SHC). The SHC combines the duties of a Self-Help Center, Family Law Facilitator and Small Claims Advisor. This is a regional program, with Self Help and Small Claims Advisor services also being offered in San Benito County (City of Hollister). The incumbent will be based at the Watsonville court facility and may spend two or four days per month in San Benito County. The position requires occasional work in Santa Cruz as well as a variety of other locations in the county for outreach purposes.

Under direction of the Managing Attorney or the Director of Operations, Judicial Attorneys in Self Help provide assistance to self-represented litigants in the areas of Family Law, guardianships/conservatorships, landlord/tenant disputes, restraining orders, name/gender changes, emancipations, civil and small claims including collections, and a variety of other legal issues. No legal representation or legal advice is provided. The Court's SHC operates out of multiple locations with a small staff serving about 1,600 people a month through workshops as well as phone, email, and letter assistance. Family law is the primary focus of assisting people who come to the SHC, making up about 75% of the customers seeking assistance. The SHC also assists a high volume of monolingual Spanish speaking customers.

About the Court

It is the mission of the Superior Court of Santa Cruz County to preserve and protect the rights and ideals of society through the interpretation and enforcement of the law and provide equal access to justice through quality service to the community. It is also the mission of the court to treat all persons in the judicial system with dignity and respect.



The Superior Court of Santa Cruz County has established a reputation as a leader in innovative court programs and as an organization committed to providing high-quality service to the public. The court consists of 11 judges, one commissioner, and approximately 130 employees, with an annual budget of more than 15 million dollars.

There are three court locations in Santa Cruz County: the main courthouse near downtown Santa Cruz, the newer Watsonville courthouse in downtown Watsonville, and the juvenile courthouse in the small, rural town of Felton.

About Santa Cruz



Santa Cruz County has 275,897 residents and is situated at the northern tip of Monterey Bay, 65 miles south of San Francisco, 35 miles north of Monterey, and 35 miles southwest of the Silicon Valley. Its natural beauty is present in the pristine beaches, lush redwood forests, and rich farmland. It has an ideal Mediterranean climate with low humidity and sunshine 300 days a year. There are four incorporated cities within

Santa Cruz County: Santa Cruz, Watsonville, Scotts Valley and Capitola.

Representative Duties

1. Interviewing customers (in person, phone, email, mail) and doing legal analysis;
2. Assisting members of the public with the completion of court forms;
3. Fast paced environment, each staff person assisting 20-40 customers a day;
4. Providing members of the public with educational materials and community referrals;
5. Conducting legal research, program development, community outreach and public presentations;
6. Facilitating and supporting staff education activities;
7. Supervising volunteers and incumbents in grant funded positions;
8. Performing child support calculations;
9. Preparing mediation and stipulations; and
10. Coordinating with court personnel and staff of the Law Library to perform work assignments.
11. Professional Development: Attending trainings, and engaging in self-study to ensure providing accurate, updated information on legal options/processes for all of the legal issues the SHC assists with.

Requirements

Minimum qualifications:

Judicial Attorney I (Self Help Program): Graduation from law school, and current membership in the California State Bar.

One year of experience in Family Law or Family Law type matters and one year of experience in a nonprofit setting is highly desirable.

or

Judicial Attorney II (Self Help Program): A minimum of three years experience at a level equivalent to *Judicial Attorney I* or as an attorney practicing civil, probate, family law and/or criminal law with current membership in the California State Bar.

One year of experience in Family Law or Family Law type matters and one year of experience in a nonprofit setting is highly desirable.

All Applicants must also be licensed to practice law in the State of California and have a valid driver's license. Reliable transportation to and from work is also required.

Other Desirable qualifications:

1. Knowledge and experience with DCSS child support cases; and/or
2. Ability to speak and write in Spanish.

Submission to a background investigation is required upon conditional offer of employment.

Knowledge of

Candidates for this position must have the following working knowledge:

- Principles and court procedures of any of the following: (1) Family Law (2) guardianships/conservatorships (3) landlord/tenant (4) restraining orders (5) DCSS child support cases and (6) Civil and Small Claims, including collections;
- Personnel management principles and techniques;
- Program and policy development, implementation, and administration;
- Knowledge of law related resources, community based organizations, and referral services; and
- Principles and techniques of quality customer service.

Ability To

Candidates for this position must have the ability to:

- Work Monday-Friday, 8 am to 5 pm. Serving the court does not allow for any type of flexible or work at home schedule. Work in all locations may be required without a lot of notice however primary work location is Watsonville, CA (Other primary locations Santa Cruz and Hollister). Must be able to occasionally, with notice, work earlier or later based on the 8-5 schedule;
- All COVID changing protocols must be followed. Customers are assisted in person. Staff must be able to wear a mask during all working hours, up to about 9 hours a day, while also maintaining six feet and working through plexiglass;
- Establish and maintain effective work relationships with judicial officers, court staff, and other county departments such as the Department of Child Support Services;
- Establish and maintain a cooperative relationship and effective referral base with legal and domestic violence resources in each community;
- Establish and maintain a positive and credible relationship with the members of the local legal community bars;
- Work with people of diverse socioeconomic backgrounds;
- Work with customers that have mental illness;

- Recruit, train, motivate, and supervise volunteers;
- Work in a very high paced, sometimes stressful work environment; and
- Communicate effectively orally and in writing.

Working Conditions

The office environment is professional, generally clean inside buildings with some exposure to dust, fumes, odors, and noise. Incumbents will be working under sometimes difficult and stressful conditions, with frequent deadlines and expectation to produce high-quality work under limited time constraints. Incumbents may encounter individuals who are angry or suffer from psychological impairments. The ability to deal effectively with a diverse population of people and to work independently as well as closely with others is required.

Essential Functions

Specific tasks and duties may vary, however, the following are considered essential functions expected of the Judicial Attorney I and II (*Self Help Program*) classifications:

- Frequent and ongoing use of a computer terminal;
- Regular contact with people and regular and occasional contact with employees in other court divisions, government agencies, court users, and the public with the ability to converse and respond appropriately to inquiries and requests;
- Periodic to regular lifting, walking, and carrying of files, documents, and other court related materials. Incumbents must have the ability to lift and carry 15 lbs;
- Work with time constraints and under pressure in some situations; and
- Ability to complete court forms and to do legal research.

Selection

Only those candidates who submit a completed application packet (**application and resume**) by **5:00 p.m. on Thursday, July 8, 2021**, and who meet the minimum qualifications will be considered for the position. Each candidate's application and resume will be scored and ranked. The top candidates will be certified to an eligibility list from which the hiring manager will select candidates for interview. The court reserves the right to modify the above outlined selection process based on the size of the qualified applicant pool.

Compensation and Benefits

The position of Judicial Attorney I or II (Self Help Program) is classified as exempt and is paid according to the following bi-weekly salary range:

Judicial Attorney I Self Help
\$3,153.10 to \$3,989.68/Bi-Weekly

Judicial Attorney II Self Help
\$3,899.22 to \$4,933.77/Bi-Weekly

The determination of attorney level will be based on experience, qualifications, and/or budgetary factors.

The Court offers a generous benefits package, which includes life insurance, a choice of health plans, dental and vision plans, membership in the California Public Employees Retirement System (CalPERS), paid holidays, and paid time off. Employees pay a portion of their own PERS retirement. Please contact HR if you would like more specific benefits information.

Application Materials

Applications are available on our website: <https://www.santacruz.courts.ca.gov/> (by clicking the link for “Employment”). For additional information, please email the Court at hrinfo@santacruzcourt.org or call (831) 420-2275. The hearing impaired TDD# is (831) 429-5514. Application packets can be emailed to hrinfo@santacruzcourt.org or mailed to the following address:

Superior Court of California, County of Santa Cruz
Human Resources Department
701 Ocean Street, Room 110
Santa Cruz, California 95060

The Superior Court of Santa Cruz County is an equal opportunity employer. Equal employment opportunity will be afforded to all qualified applicants or employees with respect to compensation and terms and conditions of employment, including hiring, training, promotion, transfer, discipline, and termination.