

FAMILY LAW FACILITATOR

DEFINITION

Under general 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. Duties of this position also involve assisting judicial officers assigned to the Family Law Division, and do other related work as required.

DISTINGUISHING CHARACTERISTICS

Incumbents perform professional legal research, legal writing and may serve as legal adviser to the court judicial officers, staff, or judicial committees on specific matters before the court; apply State and Federal mandates assigned to the Family Law Facilitator function; provide supervision to staff assigned to those functions and assist in the development and preservation of a Self-Help Center.

TYPICAL DUTIES:

- Provide educational materials to parents concerning the process of establishing parentage;
- establish, modify, and enforce child and spousal support in the courts;
- distribute necessary court forms and voluntary declarations of paternity;
- provide assistance in completing forms and preparing support schedules based upon statutory guidelines;
- provide referrals to the local child support agency, family court services, and other community agencies and resources that provide services for parents and children;
- mediate limited components of family law disputes;
- facilitate workshops; recruit, train other volunteer support staff;
- establish and maintain good working relations with the private family law bar, community and governmental agencies providing services to families and children;
- coordinate with other court programs that provide assistance to self-represented parties in non-1058 family law matters and other civil matters;
- assist in developing, implementing and maintaining administrative and operational policies and procedures and operation and evaluation of programs for the Office of the Family Law Facilitator;
- participate in the design and collection of data for purposes of monitoring and evaluating the effectiveness of programs;
- assist self-represented litigants in the courtroom;
- manage and conduct self-represented status conferences and Dept. of Corrections case management conferences;
- review inactive family law files for final disposition;
- may be required to serve as a pro-tem judge.

Knowledge of:

- California family law and procedures, particularly in the areas of Title IV-D child support, the Uniform Interstate Family Support Act, non Title IV-D child support, spousal support,

child custody and visitation, other interstate jurisdictional issues, and domestic violence prevention;

- principles and techniques of mediation;
- relevant educational materials;
- proper forms and the correct completion of them;
- appropriate referral sources;
- legal research techniques, including the use of legal reference works, case law and statutory law
- family law computer hardware and software;
- word processing programs;
- principles of supervision and management;
- California court system and procedures in family law cases.

Ability to:

- present and instruct statements of fact, law, and argument clearly and logically in written and oral form
- identify and make recommendations to improve the effective and efficient delivery of services to the public and to judicial officers;
- establish and maintain effective working relationships;
- work and communicate effectively with a diverse client population, and people with limited comprehension, whose primary language is other than English, and who may have physical or developmental disabilities.

PHYSICAL CHARACTERISTICS

Physical and sensory requirements for this classification include: Personal mobility to work in various office and courtroom locations. The ability to: bend, stoop and reach in order to retrieve files; use a step stool to reach files and supplies of forms stored above shoulder height; pull files from filing units; lift and carry items up to 20 pounds; hear and communicate effectively in an office and courtroom environment; read standard text in order to assist the public; manual dexterity to operate a computer keyboard; sit at a desk or computer for extended periods of time.

MINIMUM QUALIFICATIONS

Typical qualifying education/experience would include:

Graduation from an accredited law school, active membership in the State Bar of California, and work experience of five years in the practice of law including a minimum of three years of mediation or litigation experience in the field of family law.

Spanish language ability is highly desirable.

OTHER CONDITIONS OF EMPLOYMENT

Occasional attendance at community meetings or professional trainings held outside of normal work schedule may be required.