



# SUPERIOR COURT OF CALIFORNIA COUNTY OF YUBA

*An Equal Opportunity Employer*

**Invites Applications for the Position of**

## **FAMILY LAW FACILITATOR/SELF-HELP ATTORNEY EXTRA - HELP**

**FINAL FILING DATE: Continuous until Filled**

**This recruitment is for an extra-help position. This assignment is for 12 – 16 hours (flexible) a week, based on the needs of the court. Extra-help positions are not eligible for benefits. Employees are limited to 1000 working hours within a fiscal year.**

### ***About Yuba County:***

Yuba County is located in the Northern Sacramento Valley, approximately 40 miles north of the State Capitol, Sacramento. Its boundaries stretch from the farms and orchards of the valley to the timberlands of the Sierras. With an estimated population of 80,000, Yuba County offers its residents the many advantages of a rural lifestyle, away from the pressures of the urban areas.

The County's rivers, lakes, and outdoor recreation areas provide excellent hunting, fishing, boating, and skiing opportunities. Only two hours away from San Francisco and Lake Tahoe, Yuba County is also the gateway to the historic Mother Lode Country. Yuba County has good schools and a modern Community College. The California State Universities at Chico and Sacramento and the University of California at Davis are only an hour away.

### ***About Yuba County Superior Court:***

At Yuba County Superior Court, we believe that the legal system should be equally accessible to all people, regardless of gender, gender identity, income, race, or religion. We are looking for candidates for Family Law Facilitator/Self-Help Attorney that wish to use their skills for the greater good to help make the legal system accurate, efficient, and accessible for all.

Yuba County Superior Court has 50+ employees, five elected judges, and a part-time child support commissioner.

### ***Minimum Qualifications:***

<b>Education:</b>	Possession of a Juris Doctorate from an accredited law school and active membership of the State Bar of California.
<b>Experience:</b>	Three (3) years practicing law, which shall include substantial family law practice, litigation and/or mediation, child support establishment and enforcement process under Title IV-D, and issues related to domestic violence.
<b>License:</b>	Must possess and maintain a valid California driver's license or the ability to obtain and maintain alternate modes of transportation, which meet the travel and other job-related requirements of this position.
<b>Eligibility:</b>	Must be a US citizen or possess a valid work permit issued by the US Government.
<b>Background check:</b>	Successful applicants must pass a background check, a drug screening, and must be bondable.
<b>Language Requirement:</b>	Must be able to read, write, understand and speak English at the 12 <sup>th</sup> grade level; fluency in a language other than English may be an asset.

**Examples of Essential Duties:**

Under limited direction and supervision of the Court Executive Officer, the incumbent assigned to this position, provides facilitation and mediation support, conducts workshops, provides AB 1058 and self-help assistance, conducts legal research, compiles and maintains reports and provides customer service. Incumbents are expected to perform other duties as assigned.

**Pay Benefits and Working Conditions:**

<b>Salary:</b>	\$44.72 – \$54.39
<b>Worksite:</b>	Yuba County Courthouse, 215 Fifth Street, Suite 200, Marysville, California 95901.
<b>Work Hours:</b>	Monday through Friday, 8:00 a.m. to 5:00 p.m. with 1 hour for lunch.

**HOW TO APPLY:**

Application forms are available on the website or from the Court. **Submit: (1) original, completed and signed Court application form [mandatory]; (2) supplemental questions [mandatory]; (3) résumé [optional], (4) cover letter [optional] to:**

**HUMAN RESOURCES DIVISION  
SUPERIOR COURT OF CALIFORNIA, COUNTY OF YUBA**  
215 Fifth Street, Suite 200, Marysville, CA 95901  
(530) 740-1870  
[www.yuba.courts.ca.gov](http://www.yuba.courts.ca.gov)

**Faxed or emailed applications will be rejected.**

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**THE SELECTION PROCESS:**

**(Punctuality, accuracy and reliability are absolute requirements for this position.)**

All applications will be carefully reviewed and evaluated based on the job requirements. Depending upon the number of applications received, the selection process **may** consist of: (1) application review, (2) supplemental appraisal review, (3) skills test, (4) written examination, (5) oral interview, or (6) any combination of these. The completed application is part of the testing process. Misstatements or omissions on the application may result in loss of employment.

If you believe you have a disability that would make it difficult to participate in any portion of the recruitment process and would require reasonable accommodation; contact the Human Resources Division of Superior Court of California, County of Yuba.

*The Court hires without regard to age, religious preference, race, creed, national origin, gender and marital status. Existing medical and/or physical disabilities will be evaluated based upon the ability to perform the minimum requirements of the position.*