



Superior Court of California - County of Calaveras
Managing Family Law Facilitator

CLASSIFICATION: 1005

POSITION TYPE: FULL-TIME

FLSA: EXEMPT

POSITION DEFINITION

Under direction, manages the direct oversight of the Court's Family Law Facilitator and Self-Help programs in accordance with Family Code §§ 10000–10012, including providing services to assist self-represented litigants in matters related to child support, spousal support, health insurance, and other family law issues, while maintaining neutrality and not establishing an attorney-client relationship. This at-will position serves as a single incumbent.

In addition to direct service responsibilities, the Managing Family Law Facilitator is responsible for strategic planning, program development, staff supervision, budget coordination, and collaboration with judicial officers, executive leadership, and justice partners. The position functions as a primary legal and operational advisor to the Court on matters involving self-help services, procedural fairness, and access to justice.

Calaveras is a small Cluster 1 rural court with limited judicial and administrative resources. Accordingly, this position requires a high degree of independence, initiative, sound judgment, and the ability to balance hands-on service delivery with management-level responsibilities. The incumbent may be required to conduct self-help workshops outside of regular court hours, including evenings or weekends, to meet community needs, and also requires occasional travel to mandated trainings, meetings, and conferences.

DISTINGUISHING CHARACTERISTICS

This is a management-level attorney classification responsible for directing the Self-Help Center that provides legal and procedural assistance to the public.

Unlike the Family Law Facilitator classification, which focuses primarily on program delivery, the Managing Family Law Facilitator also has full responsibility for staff supervision, policy development, and operational oversight. The incumbent exercises independent judgment in managing legal service programs, developing procedures, and ensuring compliance with statutory mandates and professional standards.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Court Executive Officer or designee, with judicial oversight from the assigned Family Law Judicial Officer regarding legal and program integrity.

Exercises direct and/or indirect supervision over self-help staff, clerical personnel, interns, and volunteers within the Self-Help Center. Responsible for hiring, training, evaluating performance, and addressing disciplinary matters.

ESSENTIAL FUNCTIONS

The Court reserves the right to assign or reassign duties as needed, based on the needs of the Court. The essential duties listed below are representative and may not include all possible tasks.

Program Management and Administration

- Plans, organizes, directs, and manages the operations of the Family Law Facilitator and Self-Help Center programs.
- Develops, implements, and interprets policies, procedures, and service delivery models consistent with statutory requirements and Judicial Council standards.
- Ensures program compliance and that the services align with Local Rule 5.13, Family Code §§ 10000–10012, California Rule of Court, Rule 10.960, and all applicable ethical and legal requirements.
- Establishes performance standards, workflows, and quality assurance measures to ensure effective and consistent service delivery.

Legal and Technical Expertise

- Provides advanced legal analysis, research, and guidance on complex procedural and legal issues affecting self-represented litigants and court operations.
- Serves as a primary legal resource to judicial officers and court leadership on matters related to family law facilitation, self-help services, and access to justice.
- Develops standardized legal materials, templates, and procedures to improve consistency and efficiency.
- May perform Research Attorney duties.

Service Delivery

- Provides procedural guidance and legal information (not legal advice) to self-represented litigants.
- Assists all parties equally, including both custodial and noncustodial parents, consistent with Family Code § 10004.
- Oversees and participates in assisting litigants with forms, filings, and support calculations.
- May prepare support calculations and draft stipulations consistent with Family Code § 10005.
- May assist the court by reviewing files, preparing proposed orders, and facilitating agreements, provided neutrality is maintained.
- Attends court calendars and supports judicial officers in cases involving unrepresented parties, including drafting proposed orders consistent with rulings.
- Facilitates resolution of issues where appropriate and consistent with court policy.

Budgeting and Resource Management

- Assists in the development, administration, and monitoring of program budgets, including grant-funded programs such as AB 1058 and CARE Act.
- Tracks expenditures and ensures efficient use of limited resources.
- Identifies funding opportunities and participates in grant applications and reporting.

Data, Reporting, and Compliance

- Oversees preparation and submission of required reports, including AB 1058 and FLFEDS data.
- Analyzes program metrics and prepares reports, studies, and recommendations for court leadership.
- Ensures accurate recordkeeping and compliance with reporting requirements.

Collaboration and Community Engagement

- Develops and maintains partnerships with justice system partners, including Family Court Services, the Local Child Support Agency, and community organizations.
- Leads outreach initiatives, workshops, and public education efforts on a regular basis.

- Coordinates with the CARE Court Committee and other stakeholders to implement collaborative justice programs.
- Performs related duties as assigned to support court operations and public service objectives.

KNOWLEDGE, SKILLS, AND ABILITY

Knowledge of:

- Principles and practices of management, supervision, and organizational leadership.
- Legal principles, statutes, and case law with emphasis on family law and related areas.
- California Rules of Court, Rules of Professional Conduct, and judicial ethics.
- Trial court administration, including budgeting, program management, and policy development.
- Legal research methods and advanced analytical writing.
- Self-help center operations and access-to-justice best practices.
- Community resources and interagency collaboration frameworks.

Skilled In:

- Managing programs, staff, and complex operations in a public sector environment.
- Providing high-level legal analysis and practical solutions.
- Communicating effectively with diverse audiences, including judicial officers and the public.
- Developing policies, procedures, and training materials.
- Balancing administrative responsibilities with direct service delivery.

Ability To:

- Exercise independent judgment and discretion in a dynamic environment.
- Lead and motivate staff while maintaining accountability and performance standards.
- Interpret and apply complex laws and regulations.
- Manage multiple priorities and adapt to changing demands.
- Maintain neutrality, professionalism, and confidentiality.

MINIMUM QUALIFICATIONS

Qualification Guidelines:

Any combination of education, training, and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the necessary qualifications for this position would be:

Education:

Graduation from an accredited college or university with a Juris Doctor (J.D.) degree and

Experience:

- Five (5) years of professional legal experience, including substantial experience in family law; and
- At least one (1) year of supervisory or management experience in a public or private setting.

Substitution Provision:

A combination of education and experience that demonstrates the knowledge, skills, and abilities necessary to perform the duties of the position may be considered qualifying.

Desirable:

Demonstrated experience and proficiency in family law practice, including services to self-represented litigants, with strong communication and problem-solving skills suited for a small, rural Cluster 1 court environment.

Licenses and Certificates:

Active member of the State Bar of California in good standing.

Other Requirements

Pursuant to Family Code § 10013, a Family Law Facilitator may not represent any party in a family law matter while employed by the court. This restriction applies regardless of whether the representation is paid or unpaid. However, outside legal employment may be considered with advance written approval from the Presiding Judge and the Court Executive Officer, in accordance with court policy, provided that:

- The legal work is performed outside the county or in subject areas unrelated to the Family Law Facilitator's court duties;
- The work does not involve litigants or cases served by the court's Self-Help or Family Law programs; and
- A conflict-management procedure is in place, such as referral to another county or program, to ensure impartiality and avoid any appearance of impropriety.
- All outside employment must be reviewed and approved under the Court's conflict-of-interest and outside-employment policies to ensure compliance with applicable legal and ethical standards.

TYPICAL WORKING CONDITIIONS

This position operates within a professional office setting characterized by a controlled climate and variable noise levels.

GENERAL INFORMATION

Conditions of Employment

- **Conditional Offer Requirement:** Employment is contingent upon the successful completion of a fingerprint and criminal background check, which will only be conducted after a conditional offer of employment has been extended, in compliance with California's Fair Chance Act.
- **Reference checks** will be conducted prior to appointments to verify employment history and suitability for the position.
- **Driver's License & Travel:** Employees may be required to travel between court locations or attend off-site training. Employees who operate a court vehicle must possess a valid California driver's license. All employees driving on court business must certify possession of a valid California driver's license and the required level of automobile insurance.
- **Personal Vehicle Use:** Employees using personal vehicles for court-related business are provided with liability coverage during the scope of their employment. Reimbursements for additional costs incurred due to business use, in accordance with the California Labor Code §2802, will be honored when applicable.

Convictions

Felony or misdemeanor convictions may disqualify an individual from employment with the court. In accordance with applicable laws, including the California Fair Chance Act, the court will conduct an individualized assessment of each case. This includes consideration of the nature and gravity of the offense, the time that has elapsed since the offense, and its relevance to the duties of the position.

Employment Eligibility:

In accordance with the Immigration Reform and Control Act of 1986, all people hired after November 6, 1986, are required to present to the Court, at the time of appointment, original documents which show satisfactory proof of 1.) identity and 2.) U.S. Citizenship or a legal authorization to work in the United States.

EMPLOYEE ACKNOWLEDGEMENT AND DISCLOSURE STATEMENT

I acknowledge that I have received, read, and understand the job description for my position, including the essential duties and required knowledge, skills, and abilities. I affirm that I am able to perform these responsibilities, with or without reasonable accommodation.

I understand the duties, responsibilities, and expectations associated with my position and agree to perform my job in accordance with these standards. I further understand that this document does not constitute a contract of employment.

I further acknowledge that I am employed at the will of the Court, and the Court reserves the right to modify, amend, or terminate any policies, procedures, or job responsibilities described herein at its discretion, in accordance with applicable law.

Employee Signature: _____ Date: _____