

Superior Court of California,
County of Mono

INVITES APPLICATIONS FOR THE POSITION OF

**Family Law Facilitator and
Self-Help Program Coordinator**

Annual Salary: \$89,328

Application Deadline: Open Until Filled



New Mammoth Lakes Courthouse – the Main Courthouse for the Superior Court of California, County of Mono





McLeod Lake-15 minute drive from downtown Mammoth Lakes-with a hike

Live, Work and Play in one of the Most Beautiful Places in California - The Eastern Sierras

The Family Law Facilitator and Self-Help Program Coordinator position is based at the main courthouse for the Superior Court for Mono County located in Mammoth Lakes. The town of Mammoth Lakes is a well known destination recreation area, but it has much more to offer. Mammoth Lakes provides an entertainment, shopping and cultural center for Mono County. There are numerous restaurants, live theater, community college, shopping centers, movie theater and concert venues.

Mono County is a year-round resort destination with Mammoth Mountain Ski Area, Yosemite National Park, Mono Lake and other places of natural beauty near by. The eastern gateway to Yosemite National Park is less than a 45-minute drive from the main courthouse in Mammoth Lakes. Working for the Mono County Superior Court provides an opportunity for professional development as well as enjoying the many recreational activities that California is known for: skiing and snowboarding, snowmobiling, hiking, fishing, cycling, golfing, camp, and more.

Family Law Facilitator and Self-Help Program Coordinator

This is a contracted part-time position in the Mammoth Lakes courthouse with a current annual salary of \$89,328. This is a grant-funded position based on a fiscal year of July 1 through June 30.

Duties of the position include:

Under the general direction of the Mono County Superior Court Presiding Judge and/or the Court Executive Officer, the Family Law Facilitator is responsible for providing services, mandated by Family Code sections 10000-10015, which include the development, planning, implementation, and administration of a family law program to provide services to litigants not represented by counsel.

- A. Develop and provide services to court users that include:
 - 1) Providing education materials to parents concerning the process of established parentage and establishing, modifying, and enforcing child and spousal support in the courts;
 - 2) Providing referrals to the Eastern Sierra Department of Child Support Services, and other community agencies and resources that provide services for self-represented litigants and parents and children;
 - 3) Distributing necessary court forms;
 - 4) Preparing support schedules based upon statutory guidelines assessed through existing and up-to-date computer technology.
- B. Assist court users with issues of child support and issues related directly to the resolution of child support matters by:
 - 1) Meeting with litigants to mediate such issues;
 - 2) Drafting stipulations to include all resolutions agreed to by the parties;
 - 3) Reviewing paperwork, examining documents, preparing support schedules, and advising the judge whether or not the matter is ready to proceed in cases where the parties are unable to resolve the issues with the assistance of the Family Law Facilitator;
 - 4) Preparing formal orders on such issues consistent with the Court's announced order in cases where both parties are unrepresented, as directed by the Court;
 - 5) Assisting the Court with research and other responsibilities with regard to such issues, which will enable the Court to be responsive to the litigants' needs.

The Court in Mono County

The Superior Court for Mono County has three Judicial Officers—two judges and a part-time commissioner. The Court has two courthouses, the Mammoth Lakes location and the historic courthouse in the county seat of Bridgeport.



The New Mammoth Lakes Courthouse in Winter-Mammoth Mountain in the background

- C. Coordinating the Self-Help Program by developing and maintaining self-help information and form packets for the purpose of:
- 1) Providing educational material, instructions, and forms to self-represented litigants concerning the processes related to dissolution of marriage, legal separation, nullity, parentage, child custody and visitation, property division, stepparent adoption, domestic violence restraining orders, probate guardianships, and answers to limited civil petitions including unlawful detainers;
 - 2) Distributing and maintaining adequate stock of information and form packets to community partners that assist self-represented litigants;
 - 3) Explaining legal procedures and processes to self-represented litigants one-on-one and in group/workshop settings;
 - 4) Aiding self-represented litigants with the completion forms for submission to the Court;
 - 5) Developing programs for the bar and community outreach through day and evening programs, video recordings, and other innovative means that will assist unrepresented and financially disadvantaged litigants to gain meaningful access to the Family Court;
- D. Work to enhance and improve services available in Mono County to self-represented litigants, and children and parents, related to issues of child support and other family law issues by working with those individuals, agencies, and organizations that provide mediation or settlement services, domestic violence treatment services, visitation supervision services, counseling, or other services to children and/or parents related to child support and self-represented litigants.
- E. Maintain records and statistical data and information pertaining to the services provided under this agreement as may be required by federal or state law, California Rules of Court, local rules of Court, or as may be required by the Judicial Council of California, or by the Mono County Superior Court. Specifically, required by the Court is an intake form that the Contractor will complete for each person seeking services. This intake form should provide name and address of the person seeking services, the date service was requested, brief description of the nature of the service(s) provided. The Contractor will provide the Court copies of all intake forms for persons served during the time period the Contractor is submitting billing for payment from the Court.

Qualifications

The minimum qualifications for the Family Law Facilitator are mandated by the California Rule of Court, Rule 5.430, as follows:

- Attorney, who is an active member of the California Bar Association, with five years of experience in the practice of law, which must include substantial family law practice including litigation and/or mediation;
- Knowledge of family law procedures;
- Knowledge of child support law and the operation of the uniform state child support guideline; and
- Basic understanding of law and psychological issues related to domestic violence.

Substituted experience:

- Courts may substitute additional experience, skills, or background appropriate to their community for the qualifications listed above.

Desirable experience:

- Additional desirable experience for a family law facilitator may include experience in working with low-income, semiliterate, self-represented, or non-English-speaking litigants.

Training requirements:

- Each family law facilitator should attend at least one training per year for family law facilitators provided by the Judicial Council. Attendance of the annual Child Support Training Conference is a requirement of this position.

How to Apply

Send letter of introduction, application, and Curriculum Vitae to: hr@mono.courts.ca.gov;

**Mail to: Mono County Superior Court
Attention - Human Resources
P.O. Box 1037
Mammoth Lakes, CA 93546**

**Deliver to: Superior Court, Mammoth Lakes Branch
Attention - Human Resources
100 Thompsons Way
Mammoth Lakes, CA 93546**