



# Managing Attorney

Class Code:  
4964

Bargaining Unit: Unrepresented - Management

SUPERIOR COURT OF CALIFORNIA, COUNTY OF ALAMEDA  
Established Date: Apr 24, 2014  
Revision Date: May 27, 2014

## SALARY RANGE

SEE SALARY SCHEDULE

## **JOB DESCRIPTION:**

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Under general direction, to manage court-wide programs providing services to self-represented litigants across multiple case types, including family law, small claims, unlawful detainer, and probate; to manage court-wide programs that provide dispute resolution services to parties, with an emphasis on self-represented litigants; to manage the deployment and effective utilization of the court's JusticeCorps student members; to provide services mandated by Family Code sections 10000-10012; to supervise staff and community volunteers in multiple locations; and to perform other related duties as assigned.

### **DISTINGUISHING FEATURES:**

This is a single position management class that reports to the Assistant General Counsel. This class is distinguished from the higher-level class of Assistant General Counsel in that the latter assists in executive-level management of the overall operational activities of the Office of the General Counsel and provides direct legal advice and counsel to the Presiding Judge and the Court Executive Officer; whereas, the former is responsible for management and oversight of numerous court-wide programs that provide direct services to self-represented litigants, including through the provision of ADR services, in probate matters, through the Self-Help Center/Family Law Facilitator's Office, and through the effective use of the court's JusticeCorps student members.

## **EXAMPLES OF DUTIES:**

NOTE: The following are duties performed by employees in this classification; however, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all listed duties.

1. Plans, manages, reviews, evaluates, and proposes new court programs to provide assistance to

self-represented litigants across a variety of case types, including family law, small claims, unlawful detainer, and probate.

2. Exercises managerial oversight over court-wide programs that provide alternate dispute resolution (ADR) services to both represented and self-represented litigants.
3. Recommends, facilitates and consults on the implementation of process, policy, and procedural changes to integrate ADR services into the provision of services to self-represented litigants generally.
4. Recommends, facilitates and consults on the implementation of process, policy, and procedural changes to improve services to self-represented litigants in guardianship and other probate matters.
5. Recruits, selects, trains, supervises, and evaluates court staff and community volunteers directly or through supervisory or lead staff.
6. Manages the training, deployment, mentoring, and daily oversight of the court's JusticeCorps student members.
7. Recommends, facilitates and consults on the implementation of process, policy, and procedural changes to maximize assistance to self-represented litigants.
8. Stays abreast of technological solutions and other innovations that can enhance the provision of court services to self-represented litigants and leverages those solutions for the benefit of court users.
9. Participates in the development of grant applications, service agreements, and memoranda of understanding with governmental and non-governmental entities.
10. Partners with committees, community organizations, law schools, and other stakeholders to improve the court's provision of assistance to self-represented litigants.
11. Reviews, analyzes and implements legislation, rules of court, Judicial Council forms, and applicable regulations relating to ADR, probate law, and the provision of assistance to self-represented litigants.
12. Serves as or oversees lead staff to the Self-Represented Litigants Sub-Committee of the Superior Court's Access Committee and the ADR Committee.
13. Provides services mandated by Family Code sections 10000-10012 including, but not limited to:
  - Providing educational materials to parents concerning the process of establishing parentage.

- Establishing, modifying, and enforcing child and spousal support in the courts.
- Distributing necessary court forms and voluntary declarations of paternity.
- Providing assistance in completing forms and preparing support schedule based upon statutory guidelines
- Providing referrals to the district attorney, family court services, and other community agencies and resources that provide services for parents and children.

14. Coordinates case flow with the Support (Family Law) Commissioners.

15. Prepares a variety of correspondence, periodic and special reports, narrative and statistical reports, informational publications, program documentation, policies, procedures and other written materials; and may access varied databases or use information from various sources to prepare such materials.

16. Operates a variety of modern office hardware and software.

17. Designs and approve clinics and workshops to assist self-represented litigants with common procedural and substantive needs.

18. Establishes and maintains effective working relationships with judicial officers, court staff, and justice partners engaged in the provision of services to self-represented litigants and ADR services.

19. Proactively engages in networking and other outreach with staffs in other court self-help centers across the state to discuss, among other things, best practices and issues of statewide concern.

20. Travels between court locations in Alameda County.

21. Performs other related duties as assigned.

## **MINIMUM QUALIFICATIONS:**

Education:

Graduation from an accredited college or university with a Juris Doctorate.

And

Experience:

A total of six years of full-time experience as a practicing attorney with emphasis in any of the following: Alternative Dispute Resolution (ADR); family law; probate. This includes two years of full-time experience providing services directly or indirectly to self-represented litigants in a legal services program, Self-Help Program and/or Family Law Facilitator's Office and two years of supervisory experience, preferably in a court or government setting.

License Requirement:

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

## **KNOWLEDGE AND ABILITIES:**

**Knowledge of:**

- Principles and practices of staff management, including recruitment, development, training, and retention; mentoring techniques; problem-solving and conflict resolution methods
  
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- California judicial branch operations; superior court policies, procedures, and processes; California Rules of Court and superior court local rules; and forms that are commonly used by self-represented litigants
  
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- Principles and practices of program development, implementation, management and evaluation; budget management, including development of grant applications, service agreements and memoranda of understanding with governmental and non-governmental organizations.

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- Principles and techniques of ADR.
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- Applicable laws and codes, including in family law and probate; relevant educational materials; proper forms and the correct completion of them; appropriate referral sources.
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- Current and in-development software solutions, including web-based, to assist self-represented litigants through, e.g., completion of forms and obtaining remote access to court services.

**Ability to:**

- Plan, organize, administer, and coordinate projects, programs, and operations, consistent with Court policies and goals.
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- Manage, plan, direct, and evaluate work of staff; work under the pressure of deadlines, conflicting demands, and emergencies.
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- Exercise excellent time management, triage, and multitasking skills.

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- Exercise initiative and proactively identify and make improvements to existing processes. Ability to mentor externs, judicial fellows, and student volunteers to provide insight into court and judicial branch operations and provide a meaningful learning experience.
  
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- Recruit and retain attorney volunteers to assist in the provision of services to self-represented litigants.
  
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- Exercise excellent independent judgment in dealing with complex and/or sensitive matters; maintain confidentiality.
  
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- Prepare clear and concise correspondence, reports, and related written materials; read, understand, interpret, and apply a variety of statutes, rules, and regulations; analyze complex issues, apply applicable legal authorities, and reach legally sound decisions.
  
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- Deal tactfully, work cooperatively and professionally, and communicate effectively with judicial officers, court personnel, the public, and justice partners.

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- Analyze complex matters, formulate recommendations and alternatives, anticipate problems, and present ideas and solutions in a logical and justifiable manner, often while under pressure.
  
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- Communicate emphatically, neutrally and clearly with individuals of diverse socioeconomic, cultural and ethnic backgrounds, including the disabled.
  
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- Operate modern office equipment, including computers, smart phones, tablets, and software applications designed to assist self-represented litigants.
  
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- Proficiently use family law support and forms software programs.