



Superior Court of California  
County of Lake  
255 North Forbes St.  
Lakeport, CA 95453  
*An Equal Opportunity Employer*

KRISTA D. LEVIER  
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CLERK OF THE COURT  
JURY COMMISSIONER  
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**NOW ACCEPTING APPLICATIONS  
FOR PART-TIME  
FAMILY LAW FACILITATOR/SELF-HELP PARALEGAL**

All applicants **must** submit a completed Superior Court of California, County of Lake application form.

**OPENING DATE: 11/27/2023**

**CLOSING DATE: Until Filled**

To be considered for the first round of interviews, applications must be submitted by December 11, 2023.

**SALARY**     Hourly: **\$20.98 - \$25.50**     Monthly: **\$2,908.73 - \$3,535.58**

**LOCATION**

7000-A South Center Dr., Clearlake, CA 95422

**WORK SCHEDULE**

32 hour work week (approximately 1,664 annual hours):

Scheduled hours: Monday, Tuesday, Wednesday, and Thursday 8:00 – 5:00 p.m.

**EMPLOYEE BENEFITS (Based on 1,664 annual hours)**

PERS retirement plan integrated with Social Security, subject to the recently enacted pension reform legislation; generous contribution toward employee health, dental, vision, and life insurance coverage (typically covers employee coverage in full); 67 hours per year paid vacation, increasing upon length of service; 76 hours per year paid sick leave; paid holidays that fall on scheduled work days; 14 paid floating hours per year.

**DEFINITION**

This position is a part-time, grant-funded position that assists litigants in self-help legal programs and reports to and receives direction from court management. Under general supervision, performs paraprofessional legal support work including legal research, interviewing clients, preparing standard documents, assisting in case preparation and other technical assistance on matters before the court.

**EDUCATION AND EXPERIENCE**

Any combination of education and experience or training that is likely to provide the necessary knowledge, skills, and abilities for satisfactory job performance.

Examples of satisfactory education, experience and training include:

- Completion of an accredited paralegal training program or an equivalent degree.
- OR
- Four years of journey level experience as a legal secretary with family law experience.

Application and Job Description may be obtained from the Court's website [www.lake.courts.ca.gov](http://www.lake.courts.ca.gov) or the Court Clerk's office at either court location: 255 North Forbes Street, 4<sup>th</sup> Floor, Lakeport, California or 7000-A South Center Drive, Clearlake, California, or by calling (707) 263-2374 ext. 2838.