

## **HOUSING/PROBATE FACILITATOR**

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### **DEFINITION**

Under direction, provides professional attorney services including the development, planning, implementation and operation of a housing/probate law assistance program providing client-directed legal support and education services to self-represented litigants; facilitates the effectiveness of, and expedites proceedings specifically related to guardianships, general/limited conservatorships of the person and housing related issues by assisting and/or teaching self-represented litigants how to plan and prepare matters for hearing; may perform other related work as assigned.

### **DISTINGUISHING CHARACTERISTICS**

This professional attorney classification does not act as legal counsel, but rather is responsible for the operation of the Court's assistance and education program which provides client-directed legal assistance and/or education to litigants not represented by counsel. Incumbents in this classification are attorneys who specialize in housing and probate law, and specific issues of guardianships, general/limited conservatorships of the person and housing related issues.

### **TYPICAL TASKS**

- Plans, prepares and facilitates workshops and provides educational materials to parties regarding the process of establishing, operating and terminating guardianships and general/limited conservatorships of the person, starting and responding to unlawful detainer and other housing related issues
- Meets with self-represented litigants and provides client-directed assistance in preparing unlawful detainer, guardianships and general/limited conservatorships of the persons cases for hearing; assists in the preparation of forms; reviews paperwork and examines documents to ensure cases are well prepared and ready for hearing
- Establishes and maintains quality working relations with, and provides referrals to community agencies and resources that provide services for parties involved in housing and probate proceedings
- Provides self-represented litigants with procedural information, answers inquiries, explains Court processes
- Attends proceedings as needed to assist self-represented litigants in understanding proceedings, judgments and orders
- Assists self-represented litigants plan for and meet future expectations of the Court

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

- Federal, state and local laws, policies and procedures associated with probate proceedings and housing related issues

- Federal, state and local laws, policies, and procedures applying specifically to guardianships and general/limited conservatorships of the person and housing law matters
- Housing and Probate law resources and community agencies providing services relevant to program clientele
- Trial and hearing procedures; rules of evidence; local rules of Court relevant to Housing and Probate law
- Computers, computer applications and automated databases

#### **Ability to:**

- Read and understand complex legal information, procedures and forms
- Effectively explain complex legal issues and procedures to self-represented litigants who may have little or no knowledge of the law
- Deal compassionately with individuals who are in stressful situations
- Communicate effectively both orally and in written form
- Maintain confidentiality
- Utilize sound judgment in performing Court-related duties
- Pay attention to detail and organize work tasks
- Establish and maintain professional, courteous working relationships with staff, legal community, and the public
- Establish work priorities
- Use a computer and associated equipment, and applications to complete the work of the Court

#### **PHYSICAL CHARACTERISTICS**

- Strength, dexterity, coordination and vision to use a keyboard and video display terminal on a daily basis
- Hearing sufficient to communicate effectively in an office, a Courtroom environment, and with the public and Court staff
- Dexterity and coordination to handle files and single pieces of paper
- Personal mobility to:
  - work in various office and Courtroom locations
  - move objects weighing up to 20 pounds such as files, stacks of papers, reference and other materials
  - move from place to place within an office
  - sit and/or stand for prolonged periods of time

#### **EXPERIENCE/EDUCATION**

- Graduation from an accredited school of law; AND
- Active membership in good standing with the State Bar of California; AND
- Two years of full-time equivalent experience as a licensed attorney in the practice of Housing and Probate law **OR**
- Graduation from an accredited school of law; AND
- Active membership in good standing with the State Bar of California; AND
- Any combination of training and experience equivalent to the above listed tasks, as determined by the Court, that would provide the required knowledge and abilities.

## **DESIRABLE QUALIFICATIONS**

- Two or more years of full-time equivalent experience in the practice of Probate law and Housing law, with an emphasis in guardianships, conservatorships and unlawful detainers is highly desired.
- Ability to communicate effectively in both English and Spanish is highly desired.