



Sacramento County Public Law Library

Attorney

Purpose of Position

The Attorney assists self-represented litigants with limited, general civil legal matters and probate guardianships; including assisting in the completion of legal forms, answering the public's procedural questions regarding civil legal matters; and providing education to the public about their rights and responsibilities under the law both on an individual basis and in workshops. The Attorney supervises and trains one to two paralegals, who also provide legal support assistance to customers of the Self Help Center.

This position is on the Administration Team. The Director is the Supervisor.

Primary Responsibilities

- Works with Director to determine the scope of legal assistance that each customer will receive at the Civil Self Help Center. Provides services to customers who attend the Self Help Center workshops and individual appointments.
- Provides training and oversight of work handled by paralegal staff working in the Civil Self Help Center on general civil legal procedure.
- Attends team meetings and Law Library staff meetings, as well as Law Library Board meetings as requested.
- Reports on the progress of the Civil Self Help Center activities and recommends ways to improve the CSHC's services to the public.
- Assists with the continuing development of the Civil Self Help Center, including securing equipment and software, gathering forms and informational materials, determining new services and areas of practice, and determining the flow of services to clients.
- Develops and conducts workshops and computer labs reflecting current legal needs of the community.
- Develops guides, videos, podcasts and other materials pertaining to self-help legal matters for the Law Library's website.
- Collects statistics.
- Maintains files in an orderly and professional manner.
- Oversees the preparation of monthly and periodic reports for submission to funding agencies who support the Civil Self Help Center.
- Advises customers of appropriate referral agencies.
- Attends training sessions and seminars.
- Prepares routine correspondence, minutes, and reports.

- Develops, updates, and maintains complete procedures for all Civil Self Help Center operations.
- Updates, trains, and cross-trains appropriate staff on changes in operations as they occur.
- Collaborates with law library staff on developing appropriate legal reference methods when working with self-represented patrons.
- Assist law library staff in providing legal reference services, as needed.
- Periodically works in the Library's Lawyers in the Library program assisting patrons with 20-minute appointments.
- Other duties as required.

Other duties

- Performs additional duties essential to the achievement of effective operations.
- Participates in professional associations and attend institutes, workshops, classes, training and meetings particularly those that will build knowledge of and competency with respect to legal resources.
- Makes recommendations to Director on resources that may benefit in the development of the CSHC for SCPLL.
- Keeps up-to-date with a broad range of developments in the law and legal resources.

Qualifications and Core Competencies

Education and experience —Active membership with the State Bar of California; a minimum of three years of practice/experience in general civil litigation. Experience in working in a legal aid capacity and supervising a paralegal are desirable. JD either from an ABA accredited law school or from a law school accredited by the California State Bar's Committee of Bar Examiners.

Customer service — Enjoys working with the general public on legal issues; recognizes and delivers excellent customer service; understands and identifies customers' needs and responds quickly and appropriately; ability to interact with staff and users of all backgrounds and types in a pleasant and professional manner.

Team work — Forms effective work relationships and proactively communicates with supervisors and colleagues; cooperates and works independently; builds relationships and works collaboratively across and within organizational boundaries to achieve common goals. Forms effective relationships with other similar legal aid clinics and organizations within the community.

Other abilities, skills, and knowledge

- Ability to communicate effectively with all library staff and Civil Self Help Center participants.
- Excellent computer skills.
- Significant experience using Word and Excel.
- Experience in creating and using databases and form creation tools desirable.
- Ability to prioritize tasks in order to complete responsibilities in a timely fashion.
- Ability to follow through with projects and instructions.
- Good written and spoken Standard English.
- Spoken and/or written fluency in another language is a plus.
- Knowledge and understanding about assisting self-help litigants is a plus.
- Familiarity with legal aid organization practices and procedures is a plus.
- Experience in working with community based non-profits, courts or public interest legal offices a plus.