



# *Superior Court of California* *County of San Francisco*

Administrative Office 400 McAllister Street, Room 205, San Francisco, CA 94102

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## **TEMPORARY EMPLOYMENT OPPORTUNITY**

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### **MEDIATION ADVISOR**

**(Job Code 0676C)**

**(ACCESS Program)**

The Judges of the Superior Court of California, County of San Francisco, invite applications from qualified applicants interested in a twelve-month temporary appointment as Mediation Advisor with the Court to perform a variety of work related to a special mediation project, to assist self-represented litigants in the Court; to perform analytical assignments and special studies related to this project; and to perform other related work as required.

**COMPENSATION:**           \$68,225 annually  
                                      \$2,614 as paid bi-weekly

**FINAL FILING DATE:**    Wednesday, August 29, 2007

#### **THE POSITION:**

The San Francisco Superior Court will implement the Small Claims Revitalization (Project) as part of an effort to expand ADR services to self-represented litigants. The Project will involve a partnership between the Court's ADR Program, ACCESS, Community Boards and local law schools.

The selected individual will serve as the public liaison for the Project and, work under the direction of the ACCESS Director (the Court's Self-Help Center) and the Alternative Dispute Resolution Program Administrator. The individual will be responsible for providing settlement support service for self-represented litigants to help them effectively participate in mediation and for facilitating the coordinated efforts needed to maintain the programmatic functioning of the special project. This is a one-year contract position with the possibility of renewal depending on the success of the project. Responsibilities will include:

#### **Legal Assistance**

- Identify a litigant's basic legal issues and options to assist them in deciding whether and how to best utilize mediation services.
- Provide procedural assistance to self-represented litigants in connection with their participation in mediation, including completing self-referral forms and the filing of dismissals.
- Explain court operations, processes and procedures and provide resource materials to the public as related to the mediation project.
- Educate the public regarding ADR and ACCESS programs and services.

### **Coordination/Referral**

- Serve as the project's information and customer service liaison with the public.
- Refer the self-represented litigants to an appropriate unit/agency for resolution of their matter.
- Develop cooperative working relationships with court management and staff to ensure overall quality service.

### **Outreach**

- Develop workshop curriculum for public education workshops.
- Maintain a mediation resource library, including updating the lists of community referral services and the materials of our community partners.
- Participate in the creation process of brochures and other informational materials.
- Conduct outreach presentations to local community agencies; and perform related duties as required.

### **PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX.

### **WORKING CONDITIONS**

Work is performed in an office environment; occasionally works outside; continuous contact with other staff.

### **DESIRABLE QUALIFICATIONS:**

#### **Training and Experience:**

Current member of the State Bar of California and one or more years of legal experience assisting litigants in the completion of court forms necessary to continue a matter pending the mediation outcome, including dismissals of their case, is desirable; and

Completion of a 40-hour mediation training class and one or more years of mediation experience providing mediation assistance to parties.

Fluency in English and any of the following languages is desirable: Spanish, Cantonese, Tagalog, Korean, Mandarin, Vietnamese or Russian.

#### **Knowledge of:**

- Court operations, processes and programs
- Alternative Dispute Resolution processes and procedures, including mediation
- Interview, research and information-gathering techniques
- Program evaluation methodologies
- Outreach to appropriately develop a program

#### **Ability to:**

- Work effectively in a team environment, including with Court staff and its community partners
- Organize and present ideas and recommendations both orally and in writing
- Communicate effectively both orally and in writing with strong interpersonal skills
- Work effectively with diverse populations, preferably with experience with self-represented litigants
- Operate a computer and use appropriate software in the performance of analytical work, including effective use Microsoft Office Suite applications
- Effectively represent the Superior Court of California, County of San Francisco, with justice partners, the public, other Court staff, and other government agencies as a knowledgeable and competent resource
- Maintain confidential information when required by legal or ethical standards

### **Special Requirements:**

An incumbent may be required to pass a criminal history background check. Information discovered through such a background check may become grounds for dismissal from employment.

### **HOW TO APPLY:**

Interested applicants must submit:

- A complete application specific to this particular job announcement (as provided); **and**
- A resume;
- A one-page statement of qualifications, explaining why the applicant is interested in the position and why the applicant is qualified to perform the duties described herein. This one page statement should succinctly describe the relative education and experience that is applicable to this position; **and**
- Certification or proof of completion of a 40-hour mediation training.

The application, resume and statement of qualifications must be sent or delivered to the Human Resources Office, 400 McAllister Street, Room 205, San Francisco, CA 94102.

Blank applications may be downloaded from the web site of the City and County of San Francisco at [www.sfgov.org/courts](http://www.sfgov.org/courts), scroll down and click on "job announcements", then look for "Superior Court". Completed applications may not be filed electronically. Applications and attachments must be received by 5:00 p.m. on the final filing date, by personal delivery, interoffice mail, or U. S. Mail. Applications will not be accepted by facsimile or any other electronic filing system. It is the responsibility of the applicant to insure that this office receives his/her application/resume package by the final filing time and date. Applications received after that date, regardless of when they were mailed or sent will not be accepted.

### **SELECTION PROCESS:**

**Initial Screening:** Applications, resumes and required statements of qualifications received before the deadline will be evaluated to determine if each candidate meets the minimum qualifications, as previously stated. The Court will further evaluate applications to determine the candidate's relative knowledge, ability, and skill levels in job related areas as indicated by education and work experience. Therefore careful preparation of the application, resume and statement of qualifications is essential.

The Court may select for interview only those candidates it deems may best meet the needs of the Court. **Not all applicants will receive an oral interview.**

**Oral Interview:** After screening, selected candidates will be interviewed to determine their relative knowledge, abilities, and skill levels in job related areas. It is anticipated that interviews will be scheduled August 30, 2007 through September 7, 2007.

**APPOINTMENT INFORMATION:**

Appointment to this position is to a twelve-month temporary employment appointment with the Superior Court of California, County of San Francisco. All positions with the Court are exempt from the civil service system of the City and County of San Francisco. Employment is subject to security clearance. Any false statement or omission of material fact may cause forfeiture of employment. Information presented on employment applications, resumes, attachments, and during the selection process, is subject to verification. Employees are prohibited from engaging in activities, which conflict with the interests of the California Superior Court, County of San Francisco.

At the time of appointment to a position, all persons must possess a valid Social Security number. Immigration laws require that all employees hired after November 6, 1986 must provide proof of work eligibility. At the time of employment, applicants will be required to submit originals of documents which verify both citizenship status or legal alien status as well as identity, such as a social security card and driver's license, a green card and a driver's license, or a valid passport.

**FINAL FILING DATE: WEDNESDAY, AUGUST 29, 2007**

The Superior Court of California, County of San Francisco is an equal opportunity employer. Applicants shall not be favored or discriminated against because of race, religion, sex, national origin, ethnicity, age, physical handicap, political affiliation, sexual orientation, ancestry, marital status, color, medical condition, or other non-merit factor.

Reasonable accommodation may be made so that handicapped applicants can participate in the selection process. Qualified candidates with disabilities requiring reasonable accommodation for this examination may contact the personnel office of the court *in writing* at the 400 McAllister Street, Room 205, San Francisco, Ca 94102, specifying the examination title and the nature of the accommodation being requested.

For further explanation concerning any of the above information, contact  
Human Resources at the Superior Court of California, County of San Francisco  
(415) 551-5936

Additional copies of this announcement and the applicable application are available  
in Room 205 at the Civic Center Courthouse