

**THE CENTER FOR VIOLENCE-FREE RELATIONSHIPS**  
**JOB DESCRIPTION**

**POSITION:**            Family Law Advocate

**REPORTS TO:**        Legal Services Coordinator

**WORK WEEK:**        Up to 40 Hours per week (Mon. - Fri., 8:00 AM - 5:00 PM;  
occasional evening and weekend functions)

**STATUS:**             Non-Exempt

**POSITION SUMMARY:**

Under the direct supervision of the Legal Services Coordinator, provides administrative, legal secretarial and paralegal support for the Legal Services program and direct legal services for domestic violence and sexual assault victims.

**AGENCY DESCRIPTION:**

The Center for Violence-Free Relationships is dedicated to building healthy relationships, families, and communities free from sexual assault and domestic violence through education, advocacy and services in western El Dorado County.

**RESPONSIBILITIES:**

1. Provide support for the legal services coordinator including computer generated family law/domestic violence documents for court filing.
2. Calendar client court and mediation (CCRC) dates and coordinating court and/or mediation accompaniments.
3. Provide prescreening of legal clients prior to client appointment with Legal Services Coordinator.
4. Train legal volunteers and coordinate legal volunteer scheduling for court and mediation accompaniment. Fill in as court-mediation advocate when volunteers are not available. May involve flexing work schedule.
5. Provide follow-up assistance for clients regarding mediation and court appointments, and to ensure that paperwork for all restraining order and divorce action are completed.
6. Provide information about the legal process as well as provide support and referrals for DV/SA victims as they proceed through the family court process.
7. Advocate with court staff and judicial officer on behalf of clients who encounter problems with the family court system.
8. Other duties as assigned.

**QUALIFICATIONS:**

1. AA degree or paralegal/computer training, or bachelor's degree in legal studies or social services field.
2. At least one year legal secretarial and/or paralegal experience (prefer family law experience). Paralegal training may be substituted for part of the experience

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- requirement.
3. Ability to work effectively in Microsoft Office including Excel, Word and Outlook. Possess a basic knowledge of database structure and the ability to learn to use Efforts to Outcomes. Possess a basic understanding of using a PC, office networks and data security.
  4. Ability to work in a performance based agency and be prepared to meet established performance thresholds and compliance with data entry and client service.
  5. Excellent proofreading skills and attention to detail.
  6. Excellent communication skills, both orally and written.
  7. Ability to type at least 55 wpm, with accuracy.
  8. Sensitive to the needs and concerns of victims of domestic violence and sexual assault.
  9. An ability to relate well to people of diverse ethnic and socio-economic backgrounds.
  10. Bi-lingual skills (Spanish) preferred.
  11. Knowledge of local community and court system.
  12. Possess a domestic violence and sexual assault certified training certificate or the ability to complete certification training.
  13. Possession of a valid California driver's license, reliable automobile, current auto insurance, and a clean driving record.
  14. Maintain a clean Federal and State finger print report with no criminal history.

**PHYSICAL JOB REQUIREMENTS:**

During working hours, employee must have the ability to:

1. Sit for 75% of their working hours.
2. Lift objects to 25 pounds from floor to shoulder level and carry for brief periods.
3. Bend and stoop while filing.
4. Twist and reach while at a desk or computer terminal.
5. Maintain physical and mental composure while dealing with emergencies, crisis situations and deadlines.
6. Hear and speak well enough to converse over the phone or in person at all times.
7. Legally and physically able to drive their own and/or agency vehicles during and after work hours.
8. Attend functions in evenings and on weekends when necessary.

Accommodations may be made for some of above requirements. It is employee's responsibility to make their supervisor or other management personnel aware of any special needs that they may have.

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