

LEGAL SERVICES
of
NORTHERN CALIFORNIA

JOB ANNOUNCEMENT
(Please Post)

**Self-Help Attorney and Mediator
Housing and Small Claims
Yolo County Office**

POSITION: Full Time Self-Help Attorney and Mediator (contract)

TO APPLY: Send résumé, three (3) references with telephone numbers, and a cover letter describing your interest in the position and qualifications to:

Alysa Meyer, Managing Attorney
Legal Services of Northern California-Yolo County Office
619 North Street
Woodland, CA 95695
ameyer@lsnc.net

If sending materials via email, please attach as a single PDF.

**APPLICATION
DEADLINE:** Open until filled

START DATE: February 16, 2023

PROGRAM DESCRIPTION:

Founded in 1956, Legal Services of Northern California (LSNC) provides high quality civil legal assistance to the poor, seniors, and persons with disabilities in 23 northern California counties. Funded in part by the federal Legal Services Corporation, LSNC has eight field offices and a number of special projects, including an eviction defense project, pension law project, and a health insurance counseling and advocacy program for Medicare beneficiaries. The mission of LSNC is “to empower the poor to identify and defeat the causes and effects of poverty within their communities.”

RESPONSIBILITIES:

Under supervision of the Managing Attorney: (1) interview unrepresented persons seeking assistance in unlawful detainer and small claims cases and provide educational materials and legal information to enable them to represent themselves in court; (2) work collaboratively with the judiciary, court staff, Yolo County Department of Environmental Health, and legal services

Yolo Regional Office:
619 North Street
Woodland, CA 95695
P: 530.662.1065
F: 530.662.7941
www.lsnc.net

attorneys to improve access to the Court; (3) ensure eligibility of persons assisted; (4) enter data concerning self-help assistance as required by the grants; (5) mediate unlawful detainer cases before and during the unlawful detainer trial calendar, typically Fridays from 1:00-4:00; (6) mediate small claims cases during the small claims trial calendar, with a focus on pandemic rental debt cases, typically Mondays from 8:30-10:30 and 1:30-3:30; (7) enter data concerning mediation as required by the grants.

QUALIFICATIONS CRITERIA: J.D. and a member of the California Bar and at least three (3) years of experience working as an attorney. Knowledge of the principles and procedures of litigation in State Court. Substantive knowledge of landlord-tenant laws and the unlawful detainer court process. Ability to work with diverse populations and facilitate difficult conversations under time pressure. Excellent interviewing and negotiation skills. Excellent English writing and speaking skills. Proficiency with court forms. Proficiency with computer programs, including Microsoft Word, Excel, and the Google suite.

SALARY RANGE: \$5,854 (Step 4) to 6,568 (Step 12) per month, DOE
See LSNC's Policy on Salary Scales and Placement at lsnc.net

BENEFITS: Legal Services of Northern California offers an excellent fringe benefit plan.

PROBATIONARY

PERIOD: N/A

LSNC PROVIDES A BILINGUAL BONUS FOR EMPLOYEES WHO SPEAK A SECOND LANGUAGE, OTHER THAN ENGLISH, COMMONLY SPOKEN BY CLIENTS WHEN THE SECOND LANGUAGE IS USED ON THE JOB FOR WHICH THE PERSON IS EMPLOYED.

LSNC IS AN EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER AND ENCOURAGES WOMEN, PEOPLE OF COLOR, PEOPLE WITH DISABILITIES, OLDER PEOPLE, AND LESBIAN, GAY, BISEXUAL, AND TRANSGENDER PEOPLE TO APPLY.