



San Bernardino Superior Court SUPERVISING PARALEGAL

SALARY	\$39.26 - \$50.11 Hourly \$3,140.61 - \$4,008.93 Biweekly \$6,804.66 - \$8,686.02 Monthly \$81,655.86 - \$104,232.18 Annually	LOCATION	Legal Research and Self-Help Services, CA
JOB TYPE	Full-Time Employment	JOB NUMBER	24-075
DEPARTMENT	Self Help	OPENING DATE	02/09/2024
CLOSING DATE	3/3/2024 11:59 PM Pacific		

Description

The Superior Court of California, County of San Bernardino, seeks a well-qualified, **SUPERVISING PARALEGAL**.

Salary Updates

- 3% COLA increase effective October 2024; approximate salary range \$84,105-\$107,359

Benefit Highlights

TEAMSTERS LOCAL 1932

BENEFITS & RETIREMENT

The court is committed to offering benefit plans that provide employees options to choose their appropriate level of coverage and to help manage their wellness and retirement needs. Retirement reciprocity is available with an eligible California Public Sector retirement plans that operate under the County Employee's Retirement Law of 1937 (1937 Act) through San Bernardino County Employees' Retirement Association (SBCERA).



HEALTH BENEFITS

- Medical, dental & vision coverage options for you & your family
- Flexible benefits subsidies & \$200.00 bi-weekly
- Flexible Spending Account (FSA) - Health Care



RETIREMENT

- Generous pension & survivor protection
- Retirement reciprocity
- 457(b) options
- Retirement Medical Trust employer contributions



PAID TIME OFF

- Up to four (4) weeks vacation annually
- Forty (40) hours professional development leave annually
- Fourteen (14) paid holidays annually, plus (2) floating holidays



ADDITIONAL

- Flexible work schedule
- Education/ membership reimbursement
- Cell phone allowance
- \$50,000 employer paid Term Life Insurance
- Other voluntary benefit options available

FOR A DESCRIPTION OF ALL BENEFITS OFFERED, SELECT THE BENEFITS TAB TO REVIEW.

About the Position

Under direction, plans, supervises and reviews the work of paralegals and non-attorney employees working within the court's self-help units; and performs related duties as assigned.

Distinguishing Characteristics

A Supervising Paralegal has full supervisory responsibility for paralegal and non-attorney staff within a work unit and provides a range of paraprofessional assistance to one or more attorneys. Work is under the direction and technical review of an attorney. This class differs from that of a Paralegal in that it has full supervisory responsibility for assigned paralegal and non-attorney staff.

For job details, view the [job description](#).

Essential Functions

1. Organizes, assigns, schedules, supervises and evaluates the work of assigned staff; develops, implements and monitors work plans to achieve assigned unit objectives; makes purchases and other expenditures in accordance with court procedures; participates in developing, implementing and evaluating plans, processes and procedures to achieve established goals and objectives in accordance with court standards; prepares and maintains a variety of records and reports.
2. Interviews and participates in selecting new staff for the assigned unit; supervises and evaluates staff performance; establishes performance requirements and personal development targets; regularly monitors performance and provides training, coaching and mentoring for performance improvement; recommends performance recognition when warranted; with management concurrence, implements the progressive discipline process to address performance deficiencies, in accordance with court Personnel Plan policies and labor contract agreements.
3. Provides day-to-day leadership and works with staff to ensure a high-performance, customer service-oriented work environment that supports achieving the court's mission, objectives and values regarding teamwork, mutual trust and respect; applies best practices and quality assurance processes to assigned areas of responsibility; enforces the maintenance of safe working conditions and ensures safe work practices are followed by staff.
4. Monitors workflow and assigns work priorities to ensure efficient, timely and accurate operations; coordinates, collects and compiles statistical workload reports.
5. Interprets policies and procedures to employees through staff meetings, bulletins, instructions, procedures and other means; informs staff of procedural changes pertaining to new legislation; provides suggestions and feedback to supervisor or manager in assistance of the development, implementation, and evaluation of departmental plans, processes and procedures.
6. Confers with judges, attorneys and law enforcement representatives on matters that involve coordination of people and/or process.
7. Reviews and resolves complex work unit issues, complaints or problems that may require research and compiling information; researches case histories and codes as needed by judges or other court staff.
8. Provides information and educational materials to the public regarding court rules, regulations and procedures; reviews documents with self-represented parties and explains their legal options; provides assistance in completing and filing legal forms; explains fees and fines; screens cases and refers to outside agencies where appropriate.
9. Confers with supervisors, managers and judges to determine needed changes in policies, procedures and future needs of the self-help program; recommends and develops new protocols for policies and procedures for review and consideration.
10. Prepares statistical and program reports; reviews state-mandated timesheets and labor reports; signs volunteer timesheets and tracks volunteer hours; prepares statistical and other reports regarding customer flow and progress of the work unit.
11. Performs other duties as assigned.

Minimum Qualifications

Certificate of completion of a paralegal training program approved by the American Bar Association (ABA) or equivalencies as described in Business and Professions Code section 6450(c)(2)-(c)(4), and four (4) years of increasingly responsible legal, court and/or judicial support assistance that includes legal research and drafting legal documents; or an equivalent combination of education, training and experience. One (1) year of lead or supervisory experience is highly desirable. Must possess and maintain a Paralegal Certification and perform mandatory continuing legal education.

Knowledge of:

- Codes, rules, policies, procedures and legal terminology applicable to a variety of court operations and self-help functions;
- Procedures and techniques for analyzing and improving work processes to enhance efficiency and productivity;
- State and local statutes and Rules of Court that govern litigant self-help practices;
- Technical resource materials/information sources applicable to area of assignment;
- Principles and practices of customer service and business communication; correct English usage, including spelling, grammar and punctuation;
- Principles and practices of effective supervision;
- Court Personnel Plan policies and labor contract provisions.

Resumes will not be accepted in place of the required application and supplemental questions.

Human Resources will review applications to identify candidates who meet the minimum qualifications. Therefore, it is to your benefit to include all pertinent work experience. When listing court experience, please include dates and classification of each position held, if more than one.

Selection Process

- Applications will be reviewed to identify candidates with minimum qualifications and/or desirables. Only those who meet the minimum qualifications and desirables (if applicable) will proceed to the next step in the recruitment process.
- Candidates' supplemental question responses may be evaluated and ranked. Assessments and/or screening interviews may be conducted depending on the number of applications.
- Candidates who are successful in step 2 will be placed on the eligible list and may be considered for an interview. *Placement on the eligible list does not guarantee an interview or employment.*

All candidates will be notified of their status via email at each process step. Additional steps in the selection process will include a background check and a reference check.

REASONABLE ACCOMMODATIONS:

The Superior Court of California, County of San Bernardino, is committed to providing reasonable accommodation to applicants as required by the Americans with Disabilities Act (ADA) and the Fair Employment and Housing Act (FEHA). Qualified individuals with disabilities who need reasonable accommodation during the application or selection process may contact the Human Resources Office at (909) 521-3700 or via email at careers@sb-court.org. Individuals with hearing and/or speech impairments may also contact the recruiter for this position through the use of the California Relay Service by dialing 711.

Physical Characteristics

The physical and mental demands described in the [job description](#), or by clicking here, are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The Superior Court of California, County of San Bernardino is an Equal Opportunity Employer- M/F/D/V.

Agency

San Bernardino Superior Court

Address

247 W. Third St., First Floor

San Bernardino, California, 92415-0312

Phone

909-521-3700

Website

<http://www.sb-court.org/careers>

SUPERVISING PARALEGAL Supplemental Questionnaire

***QUESTION 1**

The information you provide on this questionnaire will be evaluated and used to determine your eligibility to participate in the next phase of the selection process. Be as specific as possible and include all information requested. If you do not have experience in an area, please answer "N/A". Please make sure to answer each question as clearly and concisely as possible. When responding to each question, include the length of experience, employer, and job title. Following an administrative review of each application and supplemental questionnaire, only the most qualified candidates will be invited to an oral interview.

I understand the instructions above and certify that all statements made in this supplemental application are true and complete to the best of my knowledge.

***QUESTION 2**

In detail, describe your experience and accomplishment in leadership, preferably with a public entity or non-profit organization. Please include any experience in supervising paralegals, volunteers, interns, and staff and coordinating the

day-to-day operations of a legal department. Specify the employer, position held, and dates when describing your experience.

***QUESTION 3**

In detail, describe your knowledge and experience in the following case types: family law, guardianship, small claims, unlawful detainers, and child support. Specify the employer, position held, and dates when describing your experience.

***QUESTION 4**

Do you have a certificate of completion of a paralegal training program approved by the American Bar Association (ABA) or equivalencies as described in Business and Professions Code section 6450(c)(2)-(c)(4)? Business and Professions Code section 6450(c)(2)-(c)(4): (c) A paralegal shall possess at least one of the following: (2) A certificate of completion of a paralegal program at, or a degree from, a postsecondary institution that requires the successful completion of a minimum of 24 semester, or equivalent, units in law-related courses and that has been accredited by a national or regional accrediting organization or approved by the Bureau for Private Postsecondary and Vocational Education. (3) A baccalaureate degree or an advanced degree in any subject, a minimum of one year of law-related experience under the supervision of an attorney who has been an active member of the State Bar of California for at least the preceding three years or who has practiced in the federal courts of this state for at least the preceding three years, and a written declaration from this attorney stating that the person is qualified to perform paralegal tasks. (4) A high school diploma or general equivalency diploma, a minimum of three years of law-related experience under the supervision of an attorney who has been an active member of the State Bar of California for at least the preceding three years or who has practiced in the federal courts of this state for at least the preceding three years, and a written declaration from this attorney stating that the person is qualified to perform paralegal tasks. This experience and training shall be completed no later than December 31, 2003.

- Yes
- No

***QUESTION 5**

Select ALL the responses that best demonstrate your experience. I have:

- Four (4) or more years of increasingly responsible legal, court and/or judicial support assistance.
- Four (4) or more years of experience in legal research and drafting legal documents.
- One (1) year of lead or supervisory experience.
- None of the Above

***QUESTION 6**

EDUCATION VERIFICATION: Upload a copy of your degree(s), a copy of your college transcript(s), and if applicable, a copy of certification(s) to your application. Provide your verification prior to the close of the position to receive consideration. Mark the appropriate choice below.

- I uploaded a copy of my degree(s), copy of my college transcript(s) and/or copy of applicable certification(s) to my application.
- I do not have a degree.

* Required Question