



*Superior Court of California  
County of Fresno*



***CONTRACT OPPORTUNITY***

**LEGAL SERVICES COORDINATOR**

***\$42.43 per hour***

**The Contract**

***This Contract is grant funded, and the Court is seeking a Contractor. While there is a possibility that funding may be continued in future fiscal years, this continuance is not guaranteed.***

While working directly with the Director of Court Operations and the Court's Family Law Facilitator and the Self-Help Center Manager, the Legal Services Coordinator (Coordinator) will recruit attorneys and paralegals to provide limited scope domestic violence legal services. The primary goal of the Coordinator is to plan, implement, coordinate, track, and evaluate civil legal assistance with help from a Program Assistant. By directly planning, implementing, and operating legal services, the Coordinator will assist Intimate Partner Violence / Domestic Violence (IPV/DV) and Sex Trafficking (ST) victims. The Coordinator will receive referrals of self-represented IPV/DV and ST petitioners from the Family Law Clerk's Office and the Self-Help Center. The Coordinator will work with the Family Law bench, the Fresno County Bar Association, Court leaders, the Domestic Violence Roundtable, and the Marjaree Mason Center. There may also be coordination with San Joaquin College of Law. Funded by an Office of Violence Against Women grant, the Coordinator will initiate limited scope legal services for IPV/DV and ST petitioners from 2020 – 2022.

The Coordinator must possess strong analytical skills, oral and written communication skills, organizational and time management skills, and an ability to establish and maintain effective interpersonal relationships with potential pro bono attorney/paralegal, court staff at all organizational levels, and other agencies. The Coordinator must possess technological expertise in the area of computer-based programs and analysis. Regular contact with emotional and/or aggressive clients is expected. Travel for meetings may be required. Also, the Coordinator must demonstrate initiative, maturity, integrity, and good judgment when recruiting attorneys and working with court staff and our partners.

The Coordinator should have extensive knowledge of the legal community with contacts in the field and experience coordinating services for the IPV/DV and ST populations. The awarded Contractor will also know computer data analysis programs, court policies and procedures, trial and hearing procedures, pertinent laws, rules, and regulations. By understanding the principles and practices of public and court administration, the Coordinator should have an awareness of the objectives of the Court.

The Coordinator must communicate effectively, both verbally and in writing, with the judiciary, court staff, and other community agencies. The Coordinator will develop and deliver presentations that are culturally sensitive to the IPV/DV and ST populations. Relevant statistics are collected by the Coordinator to prepare and evaluate data to monitor and measure program performance.

### **The Selection Process**

- Potential contractors must submit a resume, cover letter, and three references to the Court at [solicitations@fresno.courts.ca.gov](mailto:solicitations@fresno.courts.ca.gov).
- Faxed copies will not be accepted.
- Respondents who best meet the qualifications of the position receive an invite for a preliminary interview.
- Successful respondents in the first interview may receive an invitation for a final selection interview.
- Respondents can expect to sign a contract that includes a background check for an ID badge which is worn when conducting business with the Court.

### **Recruitment Opens**

**Tuesday, 8:00 a.m.  
June 2, 2020**

### **Recruitment Closes**

**Friday, 4:00 p.m.  
June 12, 2020**

***Inquiries can be directed to:***  
**Chelsi Johnston**  
**Grants Manager**  
**[cjohnston@fresno.courts.ca.gov](mailto:cjohnston@fresno.courts.ca.gov)**  
**[www.fresno.courts.ca.gov](http://www.fresno.courts.ca.gov)**