



*Superior Court of California  
County of Fresno*



***CONTRACT OPPORTUNITY***

***PROGRAM ASSISTANT  
\$21.50/ hour***

***The Contract***

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

Funded by the Office of Violence Against Women (OVW), a Program Assistant (“Assistant”) will help Intimate Partner Violence / Domestic Violence (IPV/DV) and Sex Trafficking (ST) petitioners to connect with services from the years 2020 – 2022. The Assistant’s primary goal is to organize the services of a pro-bono network of attorneys and paralegals. The Assistant will provide petitioners with limited scope legal assistance in wording their declarations for obtaining DV protective orders. With guidance from the Director of Court Operations, the Court’s Family Law Facilitator, the Self-Help Center Manager, and the Legal Services Coordinator (“Coordinator”), the Assistant will help implement and operate legal services and data-tracking for Fresno Superior Court’s OVW program. The Assistant will support the Coordinator in managing legal services provided by the pro bono attorneys and paralegals. Working with the Coordinator, who will organize petitioner referrals from the Family Law Clerk’s Office and the Self-Help Center, the Assistant will schedule appointments and track civil legal assistance provided to these petitioners. The Assistant will prepare information for the Coordinator, who will generate grant and operational reports. The Assistant will perform routine office support tasks, collect, evaluate and prepare relevant statistical data to monitor and measure program performance.

The Assistant will maintain client files, demonstrate excellent oral and written communication, schedule appointments with litigants, and establish and maintain interpersonal relationships with legal and Court staff. The Assistant must possess technological expertise in computer-based programs. Contact with hostile and emotional clients is expected. Travel for meetings may be required. Also, the Assistant must demonstrate initiative, maturity, integrity, and good judgment when interacting with the legal community and while working with Court staff and our partners.

Experience with the IPV/DV and ST populations is desired, but not required. The Assistant should have a basic awareness of the objectives of the Court.

The Assistant will communicate effectively verbally and in writing with the judiciary, court staff at all organizational levels, and other community agencies. While operating standard office equipment, the Assistant will develop and deliver presentations that are culturally sensitive to the IPV/DV and ST populations. The Assistant will establish priorities and successfully coordinate multiple activities.

### **The Selection Process**

- Potential contractors must complete and submit the required application materials by the deadline listed below.
- Faxed copies will not be accepted.
- Respondents who best meet the qualifications of the position will be invited for a preliminary interview.
- Respondents who are successful in the first interview may receive an invitation to a final selection interview.
- The successful respondent will sign a contract that includes a background check for an ID badge to be worn when conducting business with the Court.

### **Deadline to Respond:**

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

Applications must be submitted to [solicitations@fresno.courts.ca.gov](mailto:solicitations@fresno.courts.ca.gov). Additionally, a resume is required.

### ***Inquiries can be directed to:***

**Chelsi Johnston**  
**Grants Manager**  
[\*\*cjohnston@fresno.courts.ca.gov\*\*](mailto:cjohnston@fresno.courts.ca.gov)