

JusticeCorpsMember Positions (AmeriCorps Member)

JusticeCorps College Student Member (300-hour) Position Description

JusticeCorps is a collaborative project of the Judicial Council of California; the Superior Courts of California, legal aid partners, and public and private universities. The program's purpose is to provide assistance to "self-represented litigants"—people who have legal matters to adjudicate, but are not represented by an attorney. Self-represented litigants face many obstacles in their attempts to resolve important legal matters, including a lack of familiarity with legal terms and mandatory forms and an inability to follow or fully comprehend court proceedings or orders given in court. Inability to resolve legal matters jeopardizes litigants' ability to secure safe, affordable housing, to overcome barriers to employment, to obtain guardianships, or to avoid domestic violence and elder abuse.

JusticeCorps members will be trained to provide legal information to self-represented litigants to assist them with resolving important legal matters such as those described above. Members will be placed in court-based legal access centers and work on small claims, housing law, and family law issues. Members' service will consist primarily of one-on-one interaction with litigants and will include other duties as assigned. Direct service will comprise at least 80% of a member's service. JusticeCorps members assist litigants by helping them prepare court paperwork, by making referrals, or through assistance via computers. Members will receive training in a variety of areas to support and enhance the members' service to the public as well as training that will support the members' individual development.

JusticeCorps member minimum qualifications

- 17 years or older, U.S. citizen, U.S. national or lawful permanent resident of the United States with a high school diploma/GED;
- Commitment to community service and ability to provide continuous service for the **entire program year**;
- Ability to learn and to attend all JusticeCorps trainings;
- Experience and/or interest in working on problems in our community;
- Willingness to be an active team Member and ability to work in a diverse team;
- Members must pass local background check and an FBI and Department of Justice Livescan fingerprinting;
- Members must be able to provide their own transportation to the service location and trainings; and
- Members must have access to personal email and check email regularly (a minimum of three times a week).

JusticeCorps essential skills

- Ability to apply information learned in training sessions;
- Possession of strong verbal communication skills;
- Good organizational skills and ability to follow through with assigned tasks;

- Ability to interact professionally with litigants, peers, court staff, and supervisors; and,
- Ability to work effectively in a multi-cultural and stressful environment.

JusticeCorps member position description

While the exact duties of each JusticeCorps member will vary depending upon placement, the following provides a general description of member duties:

- Provide legal information to litigants regarding family law, housing, small claims issues, and/or guardianship matters;
- Assist in assigning litigants to one-on-one help, telephone assistance, scheduled workshops, and refer litigants to a paralegal, lawyer or outside resources/services;
- Assist litigants in completion of family law, housing law, small claims and other pending legal forms (in hard copy or on computer terminals);
- Assist litigants in telephone inquires and written correspondence, such as requests of information/assistance from incarcerated individuals;
- Assist in observation of litigants in court hearings (including note taking and drafting of written orders under attorney supervision) following-up after judicial orders have been issued;
- Assist in workshops facilitated by attorneys, paralegals, and other site staff;
- Creating informational brochures for JusticeCorps service sites (e.g., bilingual brochures/flyers); and,
- Assist in enhancing the volunteer recruitment and training for the JusticeCorps service sites.

All of the above duties and responsibilities are essential position functions subject to reasonable modification. All position requirements listed indicate the minimum level of knowledge, skills and/or ability deemed necessary to perform the duties proficiently. This position description is not to be construed as an exhaustive statement of duties, responsibilities, or requirements. Individuals may be required to perform any other position-related instructions as requested by their supervisor, subject to reasonable modification.