



**Superior Court of the State of California  
County of Kings  
1640 Kings County Drive Hanford, CA 93230  
(559) 582-1010 Extension 6021**

## **Job Announcement**

# **COURT COMMISSIONER**

**Annual Salary: \$207,351**

### **JOB OPPORTUNITY**

The Superior Court of California, County of Kings is seeking a Court Commissioner. The Court Commissioner classification is established as an "At-Will" position and, as such, the incumbent serves at the pleasure of the Superior Court Presiding Judge.

### **About the Position:**

Under the supervision and general direction of the Presiding Judge or his/her designee, this professional level position performs various judicial functions as prescribed by law or conferred by the Court; and to perform related duties as required. The Superior Court and the Commission on Judicial Performance concurrently monitor the conduct of Court Commissioners. Commissioners are subject to the same Canons of Ethics as Judges. Law prohibits Commissioners from engaging in the practice of law.

### **Distinguishing Characteristics**

The Court Commissioner classification reports to and serves at the pleasure of the Presiding Judge of the Superior Court and is subject to the non-judicial administrative supervision of the Court Executive Officer. This is established as an exempt position. The incumbent hears cases assigned by the Presiding Judge and may serve as Judge Tempore in accordance with state law.

### **Examples of Duties**

- Acts as a subordinate judicial officer in court cases pursuant to the stipulation of counsel or parties; conducts a daily court calendar; presides over hearings and trials, makes rulings, findings, judgments, and orders.
- Exercises the same powers and duties as a judge of the court in assigned cases.
- Predominantly presides over proceedings in family law but also may hear cases in civil, including unlawful detainer and small claim actions, and probate. May also hear cases in criminal and traffic matters.
- Grants continuances; hears, reviews, and rules on a variety of petitions, motions, and other actions; takes evidence from concerned parties and other witnesses; makes or recommends appropriate court orders; may arraigns defendants; sets cases for hearing and trial; conducts court and jury trials and may accept pleas and imposes sentences.

- Reviews court files, documents, and related materials to assess cases prior to and following hearings; prepares court documents, records, reports, correspondence, and other written materials pertaining to case findings.
- Holds pre-hearing conferences for the settlement and simplification of issues.
- Research specified decisional issues.
- Performs other related work as required and assigned by the Presiding Judge.

The ideal job applicant will possess all of the knowledge, skills, and abilities (KSAs) listed below, including other KSAs and meet all minimum requirements.

## **THE ORGANIZATION**

The Superior Court of the State of California, County of Kings has approximately 91 positions. The Court is currently comprised of seven (8) Judges, one (1) Superior Court Commissioner; and one (1) AB 1058 Commissioner.

The Court has jurisdiction in all cases in equity; cases involving title to or possession of real property; all civil cases including probate, guardianship, domestic relations, adoption matters, unlawful detainers and small claims; felony and misdemeanor criminal cases; juvenile offenses, including traffic matters; and appeals.

## **MINIMUM QUALIFICATIONS:**

### **Knowledge, Skills and Abilities:**

- Knowledge of legal principles, precedents and courtroom procedures.
- Knowledge of California Civil Code, Penal Code, Evidence Code, Rules of Court, Code of Civil Procedure, Family Law Code and Welfare and Institutions Code.
- Knowledge of case law, federal, state and local laws, rules and regulations as they apply to the duties assigned.
- Ability to handle a large number of cases effectively and efficiently.
- Ability to objectively analyze and interpret legal issues, principles and arguments and control courtroom procedures and protocols.
- Must be able to conduct fair and impartial hearings in a manner that will obtain all pertinent evidence and secure confidence and respect.
- Must be able to speak clearly, effectively and persuasively before all audiences.
- Must be able to exercise appropriate judicial temperament and demeanor.
- Must be able to maintain confidentiality of sensitive information.
- Must be able to adapt to new case management systems and accompanying protocols.
- Ability to establish and maintain effective working relationships with the Superior Court Bench, Court Staff, members of the Bar, and various governmental agencies.

### **Educational and Work Experience Requirements:**

- Active, valid membership in the California State Bar.
- Admitted to practice of law in California for a period of at least ten (10) years, or on a finding of good cause by the Presiding Judge, for at least a period of five (5) years; unless inactive membership due to previously holding the position of judge, referee or commissioner.

## **SPECIAL REQUIREMENTS**

Citizenship in the United States and residency in California. Must possess a valid California Class 'C' driver's license. Ability to qualify for a security clearance through fingerprinting, traffic and criminal record background investigation, and random drug testing.

## **BENEFITS:**

The Superior Court provides a comprehensive package of employee benefits. Our programs include medical, dental, and vision insurance, health and dependent care flexible spending accounts, term life insurance, long term disability and accident insurance and other employee benefits. The Court makes considerable contributions to health and retirement benefits on behalf of the employees.

### **The Court also provides paid time-off:**

- Paid Holidays – Full-time employees receive 14 paid holidays
- Paid Annual Leave – Full-time employees initially accrue 22.5 days per year, accruals increase based on years of service.

**Health Insurance:** The Court offers three levels of medical coverage for employees to elect. The Court pays 100% of the employee medical, dental and vision premiums and contributes a substantial amount towards dependent(s) coverage. Employees who waive Court-sponsored medical insurance and who provide proof of other group medical insurance are eligible to receive \$274 per pay period (24 periods per year) in-lieu of Court-sponsored medical insurance.

**Life Insurance:** The Court gives you the ability to help financially protect your family/beneficiaries with Life and Accidental Death & Dismemberment (AD&D) Insurance. You have the option to supplement the Court-paid \$40,000 policy with life insurance for family members and additional coverage for yourself through Voluntary Life Insurance.

**Retirement:** The Court pays a considerable bi-weekly contribution on behalf of the employee to California Public Employee Retirement System (CALPERS). All regular employees are required to enroll in CALPERS and contribute 7.25% bi-weekly for the defined benefit plan [2% at age 62].

**Deferred Compensation:** The Court offers employees the ability to participate in a 457 deferred-compensation plan.

**Employee Assistance Program (EAP):** The Court provides employees with support for a wide variety of challenges through EAP. Benefits include up to three (3) sessions, every six (6) months of face-to-face confidential counseling.

## **CLOSING DATE:**

***Open Until Filled***

## **APPLICATION PROCESS**

### **Required Application Materials:**

- Letter of Interest
- Resume (must include State Bar Number, email address and cell phone number)
- Original Court Application Signed
- Response to Supplemental Questionnaire
- Attach a Written Brief or Other Legal Memoranda you prepared within the past twelve (12) months. Limit your memorandum to five (5) pages
- Provide the Court with a minimum of three references.

Applicants must submit the following Required Application Materials on or before the Final Filing Date. Resumes are welcome and may further enhance your qualifications but are not acceptable as a replacement for the original application form. Incomplete or indistinct descriptions of employment experience may disqualify a candidate. Applications materials must be submitted as a single email attachment in PDF format to court email: [personnel@kings.courts.ca.gov](mailto:personnel@kings.courts.ca.gov) or by mail:

Superior Court of the State of California,  
County of Kings  
Attn: Human Resources Division  
1640 Kings County Drive  
Hanford, CA 93230

The Court Application is available on-line at our website: [www.kings.courts.ca.gov](http://www.kings.courts.ca.gov).

### **EOE/AA Employer**

***[This is not an offer of employment by the County of Kings or State of California]***

## **SUPPLEMENTAL QUESTIONNAIRE**

### **Court Commissioner**

#### **Instructions:**

This supplemental questionnaire is intended to assist in evaluating candidate qualifications. Please limit your responses to one 8-1/2 x 11-inch white paper per question. In each of your responses, please indicate the company/organization, dates of service and your job title at which the function was performed. Submit your responses and application form to the Superior Court Human Resources Division as instructed in the Job announcement. Please number your responses.

- \*1. Applicants applying for this position must submit responses to the following supplemental questions. Your responses will provide additional information about your background and experience related to this position and considered in the examination process. Please concise and specific with your responses. Completeness, neatness, clarity of expression, grammar, spelling, and ability to follow instructions will be considered in the evaluation process. A resume will not be accepted as a substitute for your responses. Only competed applications will move forward to the application and supplemental questions screening. Please mark yes if you have read and understand this statement.

☐ Yes    ☐ No

- \* 2. Please include in your application materials the following information:

- a. State Bar number.
- b. Year admitted to practice in California.
- c. Number of consecutive years of practice in California.

- \* 3. Describe your educational background and professional experience in civil, family law, probate and criminal matters including your experience in the following areas:

- a. Court and jury trials;
- b. Law and motion practice;
- c. Other areas you deem appropriate.

- \*4. Please give examples with supporting explanations which demonstrate your ability to logically understand and evaluate California Legislation and Case Law.

- \*5. Have you been required to work in a fast-paced, high volume legal environment with highly stressful and repetitive cases? Please describe.

- \*6. What aspects of your background do you feel makes you especially qualified to be a Court Commissioner?

- \*7. Discuss the personal characteristics/qualities that you feel you possess that will make you a successful commissioner working in a variety of case types.

\*8. Describe your professional experience sitting as a Mediator, Arbitrator or Temporary Judge. Please provide detail of where, when, what case types, and how many cases your experience entails.

Applicants with less than ten (10) years membership in the California Bar may request an exemption pursuant to Section 10.701(b) of the California Rules of Court. Are you requesting an exemption pursuant to Section 10.701(b) of the California Rules of Court?

☐ Yes    ☐ No

\*9. Is there any other information that should be considered in the evaluation of your application?

\*Required Question