



SUPERIOR COURT OF CALIFORNIA, COUNTY OF KINGS

**Invites Applications for Position
of**

Court Commissioner

Annual Salary \$190,254.74

\$91.47 Hourly

Closing Date: Open Until Filled

Definition: Under the supervision and general direction of the Presiding Judge or his/her designee, this professional level position works independently and performs various judicial functions as prescribed by law or conferred by the Court. Commissioners are responsible for issuing judgments and orders, and interpreting, enforcing, and carrying out current laws. The Superior Court and the Commission on Judicial Performance concurrently monitor the conduct of Court Commissioners. A Commissioner is subject to the same Canons of Ethics as Judges. Commissioners are prohibited from engaging in the practice of law. This "At-Will" classification is exempt, unrepresented, and as such, the incumbent serves at the pleasure of the Trial Court. "At-Will" employment may be terminated at any time, by order of the Presiding Judge under Government Code Section 71622, with or without cause or notice.

Distinguishing Characteristics: This professional-level class performs judicial functions for the Court, assisting the Court in disposing of business connected with the administration of justice, including acting as a temporary judge in certain case types. This position is distinguished from the position of a judge in that it is appointed by and serves at the pleasure of the Trial Court and acts only as a temporary judge, presiding over cases as directed, and at the stipulation of parties involved. A Court Commissioner is typically assigned to preside over case types including Traffic, Small Claims, Domestic Violence and Civil Harassment Restraining Orders, Unlawful Detainer actions, and Family Law and Motion calendars. However, a Court Commissioner may be assigned to work in any subordinate judicial officer assignment.

The Court Commissioner classification reports to and is subject to the non-judicial administrative supervision of the Court Executive Officer. The Commissioner hears cases assigned by the Presiding Judge and may serve as Judge Pro Tempore in accordance with state law.

Essential Duties: (May include, but are not limited to, the following)

- Act as a subordinate judicial officer in Court cases pursuant to the stipulation of counsel or parties; preside over daily Court calendar; preside over hearings and trials, make rulings, findings, judgments, and orders.
- Have same jurisdiction and exercise same authorities and duties as a judge of the Court in assigned cases.
- Predominantly preside over Family Law proceedings; may hear Civil cases including Unlawful Detainer and Small Claim actions, and Probate. May also hear Criminal cases and traffic-related matters.
- Grant continuances; hear, review, and rule on a variety of petitions, motions, and other actions; take evidence from concerned parties and other witnesses; make or recommend appropriate Court orders; may arraign defendants; set cases for hearing and trial; conduct Court and jury trials and may accept pleas and impose sentences.
- Review Court files, documents, and related materials to assess cases prior to and following hearings; prepare Court documents, records, reports, correspondence, and other written materials pertaining to case findings.
- Hold pre-hearing conferences for the settlement and simplification of issues.
- Research specified decisional issues.
- Perform other judicial work as required and assigned by the Presiding Judge.

EMPLOYMENT STANDARDS

Education / Experience: 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.

Knowledge, Skills and Abilities:

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

Physical Requirements and Work Environment

The duties assigned to this position require sitting for extended periods of time, walking, standing, use of hands and fingers to pinch and pull objects or controls, reach with arms and hands, and climb stairs. There is an occasional need to lift up to approximately twenty [20] pounds. An individual in this position should have the ability to view and/or read material up close and/or at a distance, and have no sight deficiencies related to focusing, determining colors, peripheral and/or depth perception. This position will listen to others speaking from a variety of distances within the courtroom and office areas. Some bending, stooping, and/or squatting may be required. The level of noise and foot traffic in this work environment is similar to a high-volume business office.

The Superior Court of California, County of Kings, is an Equal Opportunity Employer

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

EMPLOYMENT PROCESS AND EMPLOYEE BENEFITS

Equal Opportunity Employer: The Court does not discriminate on the basis of race, religion, color, national origin, sex, age or handicap in any of its programs or activities. The court will provide reasonable accommodation to qualified individuals with disabilities in compliance with state and federal law.

THE EMPLOYMENT PROCESS

Application: Application materials must be submitted in person or by mail, before the final closing date listed on the front of the job announcement, by 5:00 p.m. A resume or faxed application will not be accepted in lieu of the original Court application. The Court application is available at our website: www.kings.courts.ca.gov.

Examination: Applications will be reviewed and evaluated to determine the most highly qualified candidates. Those candidates will be invited to participate in the examination process, which may consist of an application review, written, oral, or performance examination or any combination thereof.

Exam Accommodation: Disabled applicants who require special testing arrangements must contact the Human Resources Department.

Vacation:

Employment List: Employment lists contain names of applicants who have obtained passing scores. Employment lists remain active for six months, unless otherwise determined by the Human Resources Manager.

Condition of Employment: Selected candidate is required to pass a pre-employment security clearance. A reference check and/or background investigation may include fingerprinting, review of criminal and traffic record checks, random drug testing and regular TB [Tuberculosis] testing, at no cost to the candidate.

Special Notice: Candidates selected as full-time employees for positions in this classification are exempt, unrepresented, and "At-Will".

Driver's License: Selected candidate must possess a Class "C" California Driver's License.

Immigration Law: Prior to employment, applicants are expected to provide proof of identity and authorization to work in the United States.

Drug Free Workplace: The Court is a drug-free workplace and has a comprehensive substance abuse policy.

COMPENSATION

Represents 85% of a Judicial Officer's salary, or \$91.47 per hour.

EMPLOYEE BENEFITS

The information listed below is a general summary of benefits. The Court has a variety of benefit options available to regular, full-time employees.

Accrued Sick & Vacation: 10 days initially; [accrual-based on hours worked]

Holidays: 13 Court holidays per year

Insurance: A variety of health plans such as medical, dental and vision coverage for employees and dependents is also available. Additional plans available for purchase are life insurance, cancer policy and short-term/long-term disability.

Retirement: A retirement plan is provided [2% at age 62], through the California Public Employees Retirement System [CALPERS]. A classic CALPERS member retirement plan is offered [2% at age 55], only if the member does not have a six-month break in service as a previous CALPERS member or retirement plan member that is reciprocal with CALPERS.

Other Benefits/Plans: Administrative Leave, Employee Assistance Program [EAP], Deferred Compensation, IRS Section 125 Program (provides tax savings for insurance costs, dependent care costs and unreimbursed medical expenses).

Superior Court of the State of California
County of Kings
Human Resources Division
1640 Kings County Drive
Hanford, CA 93230
[559] 582-1010, Extension 6021
www.kings.courts.ca.gov

SUPPLEMENTAL QUESTIONNAIRE

Court Commissioner

Instructions:

This Supplemental Questionnaire is intended to assist the Court in evaluating an applicant's qualifications and experience. Please indicate the questionnaire number next to each of your responses. Limit responses for each question to one sheet of white paper, 8-1/2" x 11" in size. In each response, indicate the company/organization, dates of service and your job title at which the function was performed. Submit your application and Supplemental Questionnaire responses to the Superior Court Human Resources Division as instructed on page three [3] of the job announcement.

1. 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.
2. Describe your educational background and professional experience in Criminal, Civil, Family Law, Juvenile, and Probate matters, including your experience in the following areas:
 - a. Court and jury trials;
 - b. Law and motion practice;
 - c. Other areas you deem appropriate.
3. Please provide examples with supporting explanations, which demonstrate your ability to logically understand and evaluate California Legislation and case law.
4. Have you been required to work in a fast-paced, high-volume, legal environment with highly stressful and repetitive cases? Please describe.
5. What aspects of your background do you feel makes you especially qualified to be a Court Commissioner?
6. Is there any other information that should be considered in the evaluation of your application?