



**SUPERIOR COURT OF CALIFORNIA
COUNTY OF MERCED**

**JOB ANNOUNCEMENT
#13-13**

COURT COMMISSIONER

OPEN RECRUITMENT

Salary Range: Court Commissioner
\$5,845.02 biweekly
\$12,664.21 monthly equivalent
Equal to 85% of Superior Court Judge's salary

Filing Deadline: **4:30 p.m. September 27, 2013 (actual receipt)**

Submit: All applications for employment must be made on an official application form and must be filed with Human Resources on or prior to the closing date and time for receipt of applications. A resume may be included with the application as supplemental information, but will not be accepted in lieu of an official application. Faxed applications will not be accepted. Only the most qualified candidates, as determined by the Court, will be invited for an interview.

Definition:

Under general direction of the Presiding Judge of the Court, Court Commissioners are subordinate judicial officers whose duties are provided by law. If the Presiding Judge determines that because of a shortage of judges it is necessary for the effective administration of justice, the Presiding judge may, where lawful, assign a subordinate judicial officer to sit as a temporary judge. Court Commissioners shall comply with the directions of the Presiding Judge. The Presiding Judge shall assign Court Commissioners to perform subordinate judicial officer duties based on the best interest of the Court. A Court Commissioner may be assigned to perform the duties of a Temporary Judge. Court Commissioner assignments are interchangeable. This position shall maintain the independence of the judiciary and possess the utmost dignity, character and demeanor that promotes public confidence in the integrity and impartiality of the judiciary. Conduct of Court Commissioners must comply with the code of Judicial Ethics. The primary functions of this assignment will be to perform the duties of the Child Support Commissioner AB1058, Title IV-D. Court commissioners serve at the pleasure of the Court and may be terminated at any time with or without cause.

Education/Experience:

- Active membership in the California State Bar for at least 10 years continuously prior to appointment;
AND
- Minimum ten (10) years professional legal experience in civil, criminal, family, juvenile, probate, and/or law and motion litigations.
OR
- Was a judge of a court of record in California within the last five years, or is currently eligible for the Assigned Judge Program;
OR
- Was a commissioner, magistrate, referee, or hearing officer authorized to perform the duties of a subordinate judicial officer of a court of record of California within the last five years;

Other Requirements:

- Citizen of the United States;
- Resident of the State of California;
- Comprehensive knowledge of all applicable state and federal law;
- While serving the Court, a commissioner is prohibited from the private practice of law.

Necessary Employment Standards:Knowledge of:

- Legal principles and their application
- Hearing rules and processes.
- Principles and practices of court procedures.
- Community resources which may aid the court.

Skill/Ability to:

- Interpret and apply Federal, State and local laws, rules and regulations.
- Respond appropriately to situations; develop appropriate conclusions and findings; reach sound and just decisions.
- Ability to handle a large number of cases effectively and efficiently.
- Ability to conduct courtroom proceedings.
- Research legal issues through various formats such as personal computers.
- Conduct fair and impartial hearings.
- Maintain confidential information in accordance with legal standards and/or other regulations.
- Effective communication skills – verbal and written – in person, over the telephone and in writing with public, attorneys, co-workers, and other judicial officers.
- Must work well under pressure, meeting multiple and sometimes conflicting deadlines.
- Establish and maintain effective working relationships with management and other judicial officers. Work effectively with and assist individuals of various ages and diverse cultural backgrounds. Deal tactfully and courteously with the public and legal representatives in providing information about court functions and proceedings.
- Must successfully complete fingerprinting and Criminal Record Background Check.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- Conducts arraignments, including the issuance and signing of bench warrants for failure to appear or violation of any other court order.
- Presides over proceedings in Title IV-D support cases, and cases filed by the local child support agency to establish paternity and other child support-related matters, as required by Family Code §4251.
- Acts as a judge pro-tem in matters related to Family Code §4251, or as a commissioner making findings and recommendations subject to review by a judge of the court.
- Presides over proceedings in one or more of the following: civil and small claims actions, criminal and traffic arraignments; unlawful detainer; hearings and trials of infractions; misdemeanors; felonies; probate, family law and juvenile court.
- Takes pleas, grants continuances; sets cases for trial; hears criminal court and jury trials; and hears preliminary hearings in felony cases.
- Imposes sentences.
- Receives case petitions from various justice partners including but not limited to the Department of Human Services, District Attorney's Office, and Probation Department.

- 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.
- Accepts petitions for modification of order and hears same; reviews petitions, certifications, and other documents for legality of form.
- Speak before groups.
- May solemnize marriages.
- Keeps current on current laws and answers inquiries in person and writing.
- Handles a large number of cases effectively and efficiently.
- Research legal issues.
- Attend training as offered and/or directed including continuing judicial education policies.
- Travel to off-site courts, as needed.
- Must, at all times, demonstrate cooperative behavior with co-workers and management.
- Other duties as assigned.

Apply:

Applications may be obtained from and submitted to:

Merced Superior Court
Human Resources
627 W. 21st St., Room 20
Merced, CA 95340
(209)725-4103

or from our Web Site at www.merced.courts.ca.gov

Posted 8/30/13

Merced Superior Court is an Equal Opportunity Employer