



The Superior Court of California, County of Calaveras
Invites Applications for the Position of

**.4 AB 1058 Child Support Commissioner/Court Commissioner
.4 Court Research / Senior Attorney**
(.8 Full-Time equivalency)

\$83,499-\$101,494 annually

Final Filing Date: December 19, 2014

THE POSITION

The AB 1058 Child Support Court Commissioner/Court Commissioner/Court Research/Senior Attorney position is a professional level at-will position, and is appointed by and serves at the pleasure of the Judges of the Superior Court.

AB 1058 Child Support Commissioner/Court Commissioner:

Under general direction of the Presiding Judge, this .3 FTE Court Commissioner performs various judicial functions as prescribed by law or conferred by court. The chosen candidate will perform various judicial functions consistent with Title IV-D support actions. The power and authority of the Child Support Commissioner is specified by statute under Family Law Code sections 4250-4253. Under general direction of the Presiding Judge, the .1 FTE Court Commissioner will be assigned to perform judicial duties in a variety of areas including civil and small claims actions; criminal and traffic arraignments; hearings and trials of infractions, misdemeanors and felonies, probate, and family law.

.4 FTE Court Research Attorney position:

Under general direction of the Court Executive Officer, the Court Research Attorney performs legal research functions on behalf of the Court; advises the Court on legal aspects of administration, contracts, and operations; stays current on legislative changes affecting the Court; performs difficult and complex legal work and assists court administration with the preparation of grant applications.

TYPICAL DUTIES:

Depending on assignment, duties may include, but are not limited to, the following:

- 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.
- Hears and determines request for orders, takes evidence, hears and report findings and conclusions to the Court.
- Approves/rejects requests for custody, child and spousal support, and attorney's fees.
- Administers oaths and affirmations, and takes affidavits and depositions.
- Hears, reports on, and determines uncontested actions; and hears such other matters as specified by law.

- Reviews court files, documents, and related materials to assess and recommend disposition on cases prior to and following hearings; prepares court documents, records, reports, correspondence, and other written materials pertaining to case findings.
- Maintains timekeeping records as required.
- As directed, administers the Plan of Cooperation between the Court and the Central Sierra Child Support Agency.

SUPERVISION EXERCISED AND RECEIVED:

The selected candidate shall report to the Court Executive Officer or designee. The Presiding Judge and/or Assistant Presiding Judge provide general direction and guidance to this classification.

Minimum Qualifications:

Education/Experience:

- Graduation from an accredited law school.
- Active membership in good standing in the State Bar of California for a minimum of ten (10) years prior to appointment, or in any state and California for a combined period of not less than ten (10) years, unless inactive membership due to previously holding the position of judge, referee or commissioner.

Licenses:

- Active member of the California State Bar in good standing.
- Possession of a valid California driver's license.

Other Requirements:

- Citizenship in the United States.
- Residency in the State of California.
- Incumbents cannot engage in the active practice of law either for compensation or on a pro bono basis while employed in this position by the Superior Court.
- Pass pre-employment fingerprint and professional background checks.

Knowledge of:

- Legal principles, precedents, and applications as applied to judicial procedures.
- Judicial system including, but not limited to, family and civil law, juvenile, criminal, probate, codes and statutes.
- California Codes such as Vehicle, Penal, Evidence, Civil, Civil Procedure and Code of Judicial Conduct.
- California Rules of Court and procedures related to the acceptance of pleas, rulings, sentencing and disposition of criminal cases.
- Court procedures, protocols, and calendaring practices.
- Legal research methodology and writing.
- Trial Court administration.
- Policy and procedure creation and implementation.
- Public sector employment law, labor unions, labor negotiations.
- Contract and procurement law.
- Computer assisted legal research.

Ability to:

- Read, understand, and objectively analyze and interpret legal issues, principles and arguments.
- Direct and control courtroom proceedings in a decisive, orderly, and equitable manner.
- Communicate orally and in writing in a concise, effective and professional manner.
- Exercise appropriate judicial temperament and demeanor.
- Effectively handle pressure in difficult and unexpected situations by responding in a calm and rational manner.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain confidentiality of sensitive information in the course of work.
- Meet the education and training requirements established in CRC Rule 5.340 by attending new judicial officer and continuing education programs, including AB1058 training.
- Learn and utilize the DCSS' California Guideline Child Support Calculator.
- Assist in developing court policy and procedures.

WORKING RELATIONSHIPS AND CONTACTS:

Establish and maintain congenial and cooperative working relationships. This position requires excellent interpersonal communication skills in dealing with the public; judicial officers, management, and staff; contractors; County personnel; and other agencies.

Physical Requirements

Must be able to sit for extended periods; frequently stand and walk; normal manual dexterity and hand-eye coordination; corrected hearing and vision to normal range; verbal communication; ability to push, pull, lift or carry objects weighing up to 25 pounds; ability to work under demanding conditions. The incumbent must be able to actively listen to information and testimony for long periods of time, including occasional periods of heightened mental and emotional stress. The incumbent must be able to occasionally drive to and from meeting and/or training locations.

Nothing contained within this document should be construed as an indication that the court will not engage in the interactive process to provide a reasonable accommodation for any qualified employee or applicant with a disability, in compliance with state and federal law.

COMPENSATION AND BENEFITS:

- The Court offers health, vision, and dental insurance plans for the employee and qualifying family members. (Court contribution towards health benefits is pro-rated based on .8 FTE)
- Paid Time Off – 17.6 days per year. (Based on .8 FTE)
- Management Time Off – 4 days per year. (Based on .8 FTE)
- 13 Holidays
- The court provides a defined benefit retirement plan through California Public Employees' Retirement System (CalPERS).

HOW TO APPLY:

Application available on the web at www.calaveras.courts.ca.gov, or 400 Government Center Drive, San Andreas, CA, 8:15 a.m. to 4:00 p.m.

All applicants must submit a completed Superior Court of California, County of Calaveras employment application, curriculum vitae, cover letter, writing sample, and a completed response in narrative form to the Supplemental Questions listed below. Incomplete application packets will not be accepted for consideration.

Application and materials may be submitted by mail, e-mail, and post-marked or received no later than December 19, 2014, 5:00 p.m.

Address:

**Calaveras Superior Court
400 Government Center Drive, San Andreas, CA 95249
Attn: Human Resources
Email: pjames@calaveras.courts.ca.gov
Telephone: 209-754-6140**

The selection process is subject to change. Applicants will be notified if changes are made. A screening panel will select a number of the most highly qualified applicants. Those selected by the panel will be invited to an interview. Position will remain open until filled.

The selected applicant will be subject to a background check, which may include and may not be limited to a Livescan and drug screen. Employment is contingent upon a satisfactory background check and drug screen.

Equal Opportunity Employer

Calaveras Superior Court is committed to the principle of equal employment opportunity to all persons with respect to hiring practices, compensation, benefits, promotional opportunities, and other terms and conditions of employment regardless of race, color, national origin, ancestry, religion, sex, disability, medical condition, age, marital status, or political affiliation, as required by applicable federal and state laws.

If you have any questions, please feel free to contact Pamela James at:
pjames@calaveras.courts.ca.gov, or 209-754-6140.

If you require accommodations in the application or interview process, contact Human Resources at the number listed above before the deadline posted on the job announcement.

Supplemental Questions:

Responses to the following supplemental questions **must be provided**: Please limit your responses to no more than three (3) typed pages for all questions combined.

1. Describe the personal characteristics and professional practices you believe a commissioner should possess.
2. Describe your experience with differentiated case management in civil and/or family law and how you would approach handling such a calendar as a temporary Judge.
3. Describe any significant training and/or experience as a settlement conference/mediation neutral, and elaborate on your approach or philosophy as a neutral settlement officer.