



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

THE POSITION

The AB 1058 Child Support Court Commissioner/Court Research 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.

.4 AB 1058 Child Support Commissioner/Court Commissioner:

Under general direction of the Presiding Judge, as the Child Support Court Commissioner perform 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. As directed by the Presiding Judge, the Court Commissioner may also be asked to serve as a temporary judge handling a variety of other court matters which may include the following calendars: Unlawful Detainer trials; Family Law Settlement Conferences; Case Management Conference calendars; Misdemeanor DUI's, Infractions, and or others. The Child Support Commissioner position is grant funded, and is renewed annually by the Judicial Council.

.4 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. Preparation in a timely manner for posting on the Court's website, tentative rulings for the following calendars: Case Management Conferences (Civil and Family Law); Child Support; and, Civil Law and Motion.

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 and at the direction of the Presiding Judge.
- 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 all of these tasks performed electronically as the is essentially paperless.

- 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.