



Superior Court of California, County of Fresno

Recruitment for Court Commissioner

Salary: \$160,684



THE POSITION

The Fresno Superior Court has an employment opportunity for the Court Commissioner classification. Court Commissioners perform various judicial functions as prescribed by law or conferred by the Court. Commissioners may be assigned to any court location for any assignment or may be assigned night/weekend Emergency Protective Order and related duties as assigned by the Presiding Judge.



Applicants must possess comprehensive knowledge of the judicial system, including but not limited to family, criminal, juvenile and civil law. Applicants must also possess the ability to objectively analyze and interpret legal issues, principles, arguments and control courtroom proceedings in a decisive, orderly and equitable manner. In addition, must be able to effectively communicate orally and in writing in a concise manner and exercise appropriate judicial temperament and demeanor and effectively handle pressure in difficult and unexpected situations.

The eligibility list created from this recruitment may remain in effect for up to twelve months; however, the Court reserves the right to vacate the eligibility list and recruit at any time or to extend the usage of the list beyond a twelve-month period. The Court also reserves the right to utilize this eligibility list for other future vacancies in this classification. This is an at-will, non-civil service position.

THE COURT



The Fresno Superior Court’s Main Courthouse, B.F. Sisk Courthouse, and "M" Street Courthouse are located in the heart of downtown Fresno along with courtrooms at the Main Jail Annex. Additionally, the Juvenile Delinquency Court is located just eight miles south of downtown at the Juvenile Justice Campus on American Avenue. The court currently has 43 judges and 6 subordinate judicial officers, as well as approximately 500 employees that serve the needs of the community.

Fresno is the fifth largest city in California. As the number one agricultural county in the nation, Fresno is a fast growing metropolis due in part to its central location to major tourist areas in California and serves as the business, financial, cultural and entertainment capital of the San Joaquin Valley. Fresno offers majestic lakes, rivers, awe-inspiring foothills, and the Yosemite and Sequoia-Kings Canyon National Parks.

THE QUALIFICATIONS

Membership: An active member in good standing with the State Bar of California

Experience: Admitted to practice law in California for a period of at least 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.

License: Possession of a valid California Class “C” driver’s license.

Other: Citizenship in the United States and residency in California.



THE ESSENTIAL JOB FUNCTIONS

1. Act as a temporary judge in Superior Court cases pursuant to stipulation of counsel or parties; conduct a daily court calendar; preside over hearings and trials; make rulings, findings, judgments and orders.
2. Arraign defendants; grant continuances, hear, review and rule on or determine a variety of petitions, motions or other actions; take evidence from concerned parties and other witnesses; make or recommend appropriate court orders; accept pleas and impose sentences; set cases for hearings and trials; and conduct court and jury trials.
3. Conduct judicial hearings in family support cases involving Title IV of the Social Security Act, and cases filed by the District Attorney to establish paternity and other child support-related matters. May act as a judge pro-tem in such matters, or as a commissioner making findings and recommendations for review by a judge of the Superior Court.
4. Perform one or more of the functions of a probate commissioner, including review of pleadings and accountings in probate, guardianship, conservatorship and related matters; approving creditors' claims, ex parte orders and other probate actions; and presiding over probate proceedings as assigned.
5. Preside over proceedings involving such matters as criminal and traffic arraignments, hearings and trials of infractions, misdemeanors and felonies, including day and evening court sessions as assigned.
6. Preside over proceedings in civil and small claims actions.
7. 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.
8. Perform other related duties as assigned by the Presiding Judge.



THE BENEFITS

Retirement: The Fresno Superior Court participates in the Fresno County Employees Retirement Association (FCERA). Placement in Benefit Tier I or Tier V is contingent upon a candidate's recent employment circumstances. Additionally, FCERA has reciprocity with several California public retirement systems. More information about FCERA can be found at www.fcera.org. Retirement benefits are integrated with Social Security.

Holidays: 13 days per year.

Vacation/Sick: Annual Leave is initially accrued at the rate of approximately 15 days per year. Accrual rate increases based on length of service.

Health, Dental, Vision, Prescription, and Behavioral Health Group Coverage: Full-time employees and their eligible dependents qualify for health, dental, and vision insurance. Choice of multiple health plans effective on your first day of employment. The Court contributes up to \$7700 per year for the employee only health benefit costs and an additional \$2,840 per year for the employee's dependent health benefit costs, respectively.

Basic Life/AD&D Insurance & LTD Insurance: Employer paid \$50,000 Basic Life/AD&D plus Long Term Disability Insurance (replaces 60% of your earnings to a maximum of \$2,666/month after disability period of 90 days).

Additional Voluntary Benefits: Short Term Disability, Employee Assistance Program (EAP), Deferred Compensation (457b, 457 Roth), Tuition Reimbursement, and Flexible Spending accounts.



THE PHYSICAL DEMANDS

The physical demands described here are representative, although not exhaustive, of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to use dexterity and coordination utilizing hands to finger, handle or feel objects in order to use a computer keyboard; contend with files, single pieces of paper, stacks of papers, and reference and other materials; reach with hands and arms; and stoop and kneel. Hearing and speaking are needed to listen effectively and to talk with individuals in person and by phone. The employee is frequently required to sit, stand, and move from place to place within the office. The employee is occasionally required to lift and/or move objects weighing up to 10 (ten) pounds and reach for items above and below desk level.



THE APPLICATION AND SELECTION



- Applicants who best meet the qualifications of the position will be invited for an initial oral interview/examination, tentatively scheduled for the weeks of January 18th and 25th, 2016.
- Applicants successful in the oral examination may be invited to a final selection interview, tentatively scheduled for February 5, 2016.
- The timeline is tentative; should a change be made, applicants will be notified.

Note: The individual selected for appointment will be required to successfully complete a criminal history check.

Recruitment Opens

**Monday, 8:00 a.m.
December 7, 2015**

Recruitment Closes

**Monday, 4:00 p.m.
January 4, 2016**

Interested individuals must complete a Fresno Court application and attach a resume through our online recruitment tool, NEOGOV. Resumes will not be accepted in lieu of a completed application. Complete application packets must be received prior to the recruitment close date and time. The direct link to the Fresno Court NEOGOV application page is <http://agency.governmentjobs.com/fresnocourts/default.cfm>. Click on the link labeled Court Commissioner to view the job description, then the link "Apply." To view the full job announcement go to the Court's employment page <http://www.fresno.courts.ca.gov/employment/>.

Please note that our preferred and primary means of initial communication will be via electronic mail. Please make sure that a valid email address is listed on all application materials.

Inquiries may be directed to:
Hiyasmin McMahon
Human Resources Department
Recruitment@fresno.courts.ca.gov
(559) 457-2055

Should you feel you need special accommodations due to a qualifying disability, please contact the Human Resources Office at (559) 457-2050.