



**Superior Court of California, County of Fresno**  
*invites your interest for the position of*

## **Court Commissioner**

**Annual Salary: \$182,411.01**

**Recruitment Opens:**

**Monday, July 19, 2021**

**Filing Deadline:**

**Monday, August 9, 2021**

*This recruitment is to fill a current vacancy and to establish an eligibility list that may be used to fill future vacancies for the Commissioner position. 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. This is an at-will, non-civil service position.*

### **THE POSITION**

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, partially or predominantly, to night/weekend duty for the Pretrial Release Program or 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, applicants 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 COURT



The Fresno Superior Court's Main Courthouse, B.F. Sisk Courthouse, and "M" Street (Traffic) 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 42 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. For recreation, Fresno offers majestic lakes, rivers, awe-inspiring foothills, and the Yosemite and Sequoia-Kings Canyon National Parks nearby.



## 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 Department of Child Support Services 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](http://www.fcera.org). Retirement benefits are integrated with Social Security.

**Holidays:** 13 paid days per year.



**Paid Time Off (PTO):** PTO is initially accrued at the rate of approximately 15 days per year. Accrual rate increases based on length of service.

**Personal Days Off (PDO):** Court Commissioners will receive PDO on an annual basis equivalent to the number of paid vacation and PDO days received by Judges.

**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 \$9,100 per year for the employee-only health benefit costs and an additional \$3,380 per year for the employee's dependent's health benefit costs.

**Basic Life/Accidental Death & Dismemberment (AD &D) Insurance & Long Term Disability (LTD) Insurance:** Employer paid \$50,000 Basic Life/AD&D plus employer paid LTD insurance which replaces 60% of an employee's earnings to a maximum of \$2,666 per 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 not to be interpreted as all inclusive. They are intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated, if necessary, should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible. While performing the duties of this job, the employee is frequently required to use strength, dexterity, coordination, and vision to use a keyboard, computer monitor, and other office equipment on a daily basis and for extended periods of time; handle files, single pieces of paper, stacks of papers, and reference and other materials; walk, move, bend, stoop, lift, and stretch; 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 or courtroom. 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 PROCESS



- Applicants who best meet the qualifications of the position will be invited for an Initial Interview.
- Applicants successful in the Initial Interview will be invited to a final Selection Interview.

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 Superior Court of California, County of Fresno's NEOGOV application page is <https://www.governmentjobs.com/careers/fresnocourts>. 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:***

**Jennifer Galindo**  
**Human Resources Analyst**  
[jgalindo@fresno.courts.ca.gov](mailto:jgalindo@fresno.courts.ca.gov)  
**(559) 457-2044**

*If you require accommodation due to a qualifying disability, please contact the Human Resources department at (559) 457-2050.*