



**Superior Court of California  
County of Tuolumne  
41 West Yaney Avenue  
Sonora, CA 95370**

**- JOB ANNOUNCEMENT -**

**Family Law/Child Support (AB1058) Commissioner  
(32 hours per week / Exempt Position)**

**Date Posted: July 29, 2013  
Final filing date: August 26, 2013  
Annual Salary: \$107, 273**

**For full position information and how to apply, please visit:**

<http://www.tuolumne.courts.ca.gov/general-info/employment-opportunities-application-edit.shtml>

***Tuolumne County***

The County of Tuolumne (population 57,000) is located in the heart of the California "Mother Lode" gold country region and was incorporated in 1850 as one of the original 27 counties in the State of California. Stretching from the foothills to the crest of the Sierra Nevada Mountains, Tuolumne County is a recreational paradise and a wonderful place to live. The area contains historic gold mining towns, the pristine Emigrant Wilderness, world-renowned Yosemite National Park, and numerous lakes and rivers. Its proximity to San Francisco (2 hours) and Sacramento (2 hours) makes the County easily accessible year around.

**The Position**

This position performs various judicial functions as prescribed by law or conferred by the court including, but not limited to, those judicial function as prescribed by Government Code and Family Code Sections 4251 and 4252. Commissioners have the same jurisdiction and exercise the same powers and duties as the judges of the courts with respect to infractions and small claims actions, and in other matters pursuant to stipulation of the parties. This position is employed by the Superior Court, is unrepresented, and is at-will.

## **Representative Duties**

*(For illustrative purposes only – does not include all of the duties that may be performed)*

- Acts as a temporary judge in court cases pursuant to the stipulation of counsel or parties; conducts a daily court calendar; presides over hearings and trials; makes rulings, findings, judgments, and orders.
- Exercises the same powers and duties as a judge of the court in assigned cases.
- Presides over proceedings in one or more of the following: family law and juvenile court, civil, small claims, criminal and traffic matters, hearings and trials of infractions, misdemeanors, probate, and other hearings as assigned by the Presiding Judge.
- Arraigns defendants; grants continuances; hears, reviews, and rules on a variety of petitions, motions, and other actions; takes evidence from concerned parties and other witnesses; makes or recommends appropriate court orders; accepts pleas when appropriate and imposes sentences; sets cases for hearing and trial; conducts court trials, as assigned.
- 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.
- Holds pre-hearing conferences for the settlement or simplification of issues.
- Researches specified decisional issues.
- May be responsible for adjudicating cases.
- Performs work appropriate to the position as required by court needs or as assigned.

## **Supervision Received and Exercised**

The Presiding Judge and/or a Supervising Judge provide general direction and supervision. The Court Executive Officer provides administrative direction on employment-related matters. No employees report directly to this position.

## **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.
- Minimum of ten (10) years professional legal experience in family, civil, criminal, juvenile, probate, and/or law and motion litigations.

### **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 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.

***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 and effective manner.
- Exercise appropriate judicial temperament and demeanor.
- Effectively handle pressure in difficult and unexpected situations by responding in a calm and rational manner.
- Meet the education and training requirements established in CRC Rule 5.340.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain confidentiality of sensitive information in the course of work.
- Assist in developing court policy and procedures.
- Maintain a valid California driver's license.
- Meet the education and training requirements established in CRC Rule 5.340 by attending new judicial officer and continuing education programs, including AB1058 training.
- Pass pre-employment fingerprint and professional background checks.

**Physical Requirements**

The physical demands described here are representative of those that must be met by an incumbent to successfully perform the essential functions of this job. In compliance with state and federal law, the court will engage in the interactive process to provide a reasonable accommodation for any qualified incumbent or applicant with a disability.

Work is performed in a typical office setting with adequate lighting and moderate temperature while using standard office equipment such as a computer and phone. While performing the duties of this job, the incumbent is constantly required to sit, stand, walk, use hands and fingers to handle or feel objects and controls, and engage in repetitive hand movement while performing computer data entry and writing.

The incumbent is frequently required to talk, hear, reach, bend, and sit for extended periods of time. The incumbent must be able to lift and/or move up to 10 pounds, and walk up and down stairs in a building that has no elevator.

Specific vision abilities required by this job include near vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Specific hearing and speaking abilities required by this job include sufficient ability to talk in person and over the

phone. 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.

### **Benefits**

- CalPERS 2% at 60 *retirement* plan (employee pays the employee's 7% EPMC on a monthly pre-tax basis);
- Up to 13 paid holidays per calendar year ;
- 20 days of paid Leave per calendar year;
- Court will pay 80% of employer's contribution toward the monthly health insurance premium - up to \$560 a month or up to \$784 a month (amount varies according to employee's plan elections, dependents, and whether employee chooses to partially or totally waive one or more of the court's health plan(s) – monthly waive stipend would be prorated 80%;
- Court-paid \$100,000 Group Term Life Insurance plan;
- Court-paid Short-term and Long-term Disability plans;
- Computer loan program with 3-year interest-free loan for purchases up to \$3,000

### **How to Apply and Selection Procedure**

Interested applicants must submit a completed and signed Superior Court of California, County of Tuolumne employment application, curriculum vitae, cover letter, **and** a completed response in narrative form to the Supplemental Questions listed below in order to be considered for this position. Incomplete application packets will not be accepted for consideration.

**Please forward all required application materials to:**  
**Superior Court of California, County of Tuolumne**  
**Attn: HR Dept.**  
**41 West Yaney Avenue – Sonora, CA 95370**  
**[pam@tuolumne.courts.ca.gov](mailto:pam@tuolumne.courts.ca.gov)**  
**Fax: (209) 533-6607**

- Application packets evaluated as best qualified according to the position criteria will be invited to participate in a panel interview designed to measure the candidates' knowledge and skills specific to this position.
- If you have any questions concerning the above or wish to request reasonable accommodations for this application process, please send your message to the above email address, or call **(209) 694-6390** between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday.

**NOTE: All applicants must attach to their application package a written response in narrative form to the following three Supplemental Questions:**

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- SUPPLEMENTAL QUESTIONS -**

- 1. Describe the personal characteristics and professional practices you believe a commissioner should possess.**
- 2. Describe the most significant case you have handled in court, and elaborate on why you believe it was significant.**
- 3. Have you personally prepared any appellate briefs (i.e., do not list any briefs prepared by others that you signed because of your position in a law office)? If so, generally describe issues you have briefed. Additionally, select what you consider to be your most successful and persuasive brief, and elaborate on the issues argued.**