



**Superior Court of California
County of Siskiyou
Invites your application for:**

PART-TIME COURT COMMISSIONER (.6 FTE)

Annual Salary: \$114,787.80

Final Submission Date: June 3, 2022 at 4pm

Mission:

The mission of the Siskiyou County Superior Court is to provide a neutral forum for timely resolution of disputes according to law.

The Court:

The Court consists of 4 judges, 1 part-time commissioner, and approximately 25 staff. The main courthouse is in the City of Yreka.

The County:

Siskiyou County is the northernmost county in California, situated next to the Oregon border. The county is dominated by majestic Mt. Shasta. At 6,313 square miles, the county is the 5th largest county, by area, in the state. It is 5 times the size of Rhode Island. With a population of about 45,000, the County offers its residents the diversity of all four seasons. The outdoor adventures that are available in Siskiyou County include fly fishing, river rafting, hiking, horseback riding, camping, bicycling, water skiing, snowmobiling, and snow skiing. Yreka was nominated as one of the best small towns in America to live, due to the low crime rate, great schools, beautiful parks, and general cleanliness.

The Position:

Under the direction of the Judges of the Superior Court, the Court Commissioner hears matters pursuant to Family Code 4250 et seq. (including but not limited to support, parentage and contempt matters brought by the local child support agency as part of the Title IV-D child support enforcement program), as well as civil, criminal, traffic, small claims, and other matters as assigned. The Commissioner may be assigned to act as a temporary judge or juvenile court referee.

This position is a part-time (.6 FTE or 3 full-days) at-will position and is an exempt salaried position under FLSA. Days and hours of work will be scheduled during the Monday through Friday work week and may vary.

Note: It is a statutory requirement that Court Commissioners may not maintain a private practice of law during tenure and must comply with the Canons of Judicial Ethics and mandatory educational requirements.

Training and Experience:

Court Commissioners must meet the qualifications described in Rule 10.701 of the *California Rules of Court - Qualifications and education of subordinate judicial officers*, including being a member of the California State Bar and having been admitted to practice law in California for at least 10 years or, on a finding of good cause by the Presiding Judge, for at least 5 years. Persons seeking appointment as a Court Commissioner must demonstrate relevant legal experience as deemed sufficient by the Judges of the Court.

Knowledge of:

- Principles of family law and federal requirements under Title IV-D for state child support enforcement program.
- California law applicable to family, civil, and criminal proceedings.
- Legal research methods.
- Interviewing techniques.

- Computers, including family law support software programs, and family law forms software programs used in professional family law legal work.

Ability to:

- Perform professional legal research work.
- Establish and maintain a cooperative relationship with the Superior Court Bench, members of the Bar and various governmental agencies.
- Maintain administrative responsibility for an assigned area of legal services.
- Communicate effectively both orally and in writing.
- Prepare and present a variety of special reports.
- Successfully operate a computer to perform legal research and use appropriate software in the performance of professional legal work.
- Effectively handle pressure in difficult and unexpected situations.
- Effectively analyze information and legal principles in order to reach sound and just judicial decisions.

Special Requirements:

Prior to taking the oath to become the Commissioner, the candidate must possess a current and valid California Driver's License, have current membership in the State Bar of California and be a resident of the State of California.

The Commissioner will be required to travel to and attend mandatory trainings and AB 1058 child support conferences. These activities may be scheduled for up to a full work week and may include two consecutive weeks for Judicial College. The Commissioner will receive their regular half time salary and will not receive additional compensation for trainings longer than 20 hours. Travel expenses will be reimbursed, which may include meals, lodging, tolls, parking, etc.

Benefit Highlights:

- Employer paid contributions towards health, dental and vision plans.
- Standard paid holidays per calendar year.
- Employer contribution to the deferred compensation program of the employee's choice.
- Vacation, sick leave, and administrative leave accruals earned pro-rata per calendar year.
- Term life insurance plan in the amount equal to two times the gross annual salary.
- Payment of employee bar dues.

Special Note:

The Immigration and Reform Act of 1986 requires that persons hired must present documents verifying identity and authorization for employment in the United States.

Physical Requirements & Working Conditions:

Sit for extended periods; frequently stand and walk; may need to lift and move objects weighing up to twenty-five (25) pounds; use of office equipment, including computer, telephone, calculator, copiers, and fax. Work is performed in an office environment; may be required to drive a vehicle periodically to and from trainings or meetings; continuous contact with other staff and the public. Arrangements will be made to accommodate applicants that request accommodation due to a disability.

Application and Selection Procedure:

The Superior Court of California, County of Siskiyou is an Equal Opportunity Employer. Candidates must complete and submit the Court application form and required questionnaire, and if desired, attach a resume and cover letter that sets forth your reasons for interest in this position. These materials can be located on the Court's website at www.siskiyou.courts.ca.gov/general-information/employment or at the Siskiyou County Superior Court, 411 Fourth Street, Yreka, CA. Each candidate's training, experience, background, and qualifications will be reviewed by a selection committee based on the information submitted at the time of application and only the best-qualified candidates will be invited for an interview. Incomplete applications will not be processed. It is not acceptable to complete the application with statements such as "see resume" or "see attached." **Please submit application materials to: Superior Court of California, County of Siskiyou, 411 Fourth Street, Yreka, CA 96097. Deadline for application materials: June 3, 2022, at 4:00pm. Postmarks are not accepted.**

REQUIRED QUESTIONNAIRE:

This required questionnaire is intended to assist the Selection Committee in evaluating candidate qualifications. Clarity, conciseness, and completeness of answers are factors considered in the selection process. Limit your response to no more than five pages total (on 8 ½ x 11 white paper with 12-point Times New Roman font), exclusive of writing samples. In each of your responses, please indicate the company/organization, with which you received the specified training or experience. Submit your responses and completed court application form to the Siskiyou County Superior Court.

- 1) Please describe in detail your work accomplishments, experience, education, and training, using specific examples, in the following areas:
 - a) Civil and Family law
 - b) Probate law including conservatorships and guardianships
 - c) Criminal law
 - d) Juvenile law
 - e) Working directly with the public
 - f) Working with government agencies and community groups
 - g) Working as a Judge Pro Tempore
- 2) Have you ever held or applied for a commission, certificate, credential, or license, which required proof of good character, other than admission to practice law? If so, identify the date(s) of application, the issuing authority, the disposition of any such application, and, if granted, your number and present status.
- 3) As an attorney or judicial officer have you ever been:
 - a) Disciplined or cited for a breach of ethics or unprofessional conduct by, or been the subject of a complaint to, any court, administrative agency, bar association, disciplinary committee, or other professional group?
 - b) Sanctioned in excess of \$1,000 by any court or for contempt in any court or tribunal having the power of contempt? If so, give the details, including the relevant dates and the names, current addresses and telephone numbers of the judges involved and the counsel for the adverse parties. (Identify every complaint even if it was dismissed, did not result in disciplinary action or finding of contempt.)
- 4) Have you ever been charged in any civil or administrative action or convicted of a crime in which the alleged conduct involves moral turpitude, dishonesty and/or unethical conduct? If so, please provide the details, including the applicable dates and the names, current addresses, and telephone numbers of the counsel for the adverse parties (please do not report convictions for marijuana-related offenses if the convictions are more than two years old).
- 5) As a member of any organization, or as a holder of any office or license (including a driver's license), have you ever:
 - a) Been suspended, or otherwise disqualified, or had such license suspended or revoked?
 - b) Been reprimanded, censured, or otherwise disciplined?

c) Had any charges, formal or informal, been made or filed against you?

If so, state the complete facts and identify the dates, the disposition, and the organization in possession of the relevant records.

- 6) Have you ever held a bonded position? If so, specify the nature of the position(s), the date(s), and the amount of bond.
 - a) Has anyone ever sought to recover upon your bond or to cancel your bond? If yes, provide the details.
 - b) Have you ever been refused bond? If yes, provide the details.
- 7) Have you ever been sued by a client? If so, please provide the details, including the case name and number, court, resolution, and name, current address, and telephone number of counsel for the plaintiff.
- 8) Have you or your professional liability insurance carrier ever settled a claim against you for professional malpractice? If so, please provide the details, including the amounts involved and the name, current address and telephone number of the claimant and claimant's counsel.
- 9) Describe any aspects of your personal, business, professional conduct, or background, which might reflect positively and/or adversely on you or the court in your position as Court Commissioner?
- 10) Describe your experience in working with pro se litigants.
- 11) What aspects of your background do you feel make you especially qualified to be a Court Commissioner?
- 12) Is there any other information that the Committee should consider in evaluating your qualifications?

Please attach three samples of written briefs or other legal memoranda you have prepared within the past twelve months.