



Superior Court of California

County of San Francisco

Administrative Office, 400 McAllister Street, Room 205, San Francisco, CA 94102

EMPLOYMENT OPPORTUNITY

COURT COMMISSIONER (AB 1058 Child Support)

(Class Code 985C)

The Superior Court of California, County of San Francisco, is actively seeking well qualified and highly motivated individuals for the position of Court Commissioner. This professional level position performs various subordinate judicial functions as prescribed by law or conferred by the Court. As directed by the Presiding Judge, and under the general direction of the Supervising Judge of the Unified Family Court, the Court Commissioner will conduct hearings and conferences in family law proceedings with a primary assignment in the AB1058/Title IV-D Child Support Department. The Court Commissioner may be asked to serve as a temporary judge handling a variety of court matters, and upon stipulation of the parties, the Court Commissioner may sit as a Superior Court Judge Pro Tem. The ideal candidate possesses knowledge, abilities, and expertise consistent with the highest standards of the legal profession; a high level of integrity, good judgment, decisiveness, patience, intelligence, and exemplary people skills; and a commitment to upholding the law and adjudicating cases fairly and efficiently.

While serving the San Francisco Superior Court, the Court Commissioner is prohibited from the private practice of law.

This selection process is being conducted in accordance with San Francisco Superior Court Personnel Rule 4. An eligibility list will not be established.

FINAL FILING DATE: 4:00PM, March 10, 2024

COMPENSATION: \$7,796.43 biweekly (\$202,707 annually)*

*The salary for Court Commissioner is set at 85% of the salary of a Superior Court Judge.

The Court offers a generous flexible benefits program which includes a variety of health, dental, life insurance plans, and other benefit options; a contributory retirement plan; a deferred compensation savings program; and paid vacation, sick leave, and holiday pay.

POSITION OVERVIEW

The Court Commissioner works under the order and direction of the Presiding Judge, and the general direction of the Supervising Judge of the Unified Family Court. The Court Commissioner's duties include, but are not limited to, reviewing and determining ex parte applications, conducting hearings and conferences, making findings, taking testimony, establishing a record, evaluating evidence, making decisions or recommendations, and entering defaults, judgments or orders, including those based on stipulated agreements, and conducting Judicial Settlement Conferences when the parties stipulate. The duties under a primary assignment in AB1058/Title IV-D Child Support Department are contained in Family Code §4251, separate and apart from the general duties of Court Commissioners under Code of Civil Procedure §259, and other statutory authority.

The Court Commissioner may be assigned to sit as Commissioner or Referee in other assignments within the court, as needed, including but not limited to reviewing emergency protective orders (nighttime and/or weekend duty). Upon stipulation of the parties, the Court Commissioner may also sit as a Superior Court Judge Pro Tem.

The Court Commissioner is an at-will position that serves at the pleasure of the Court. The Court Commissioner is bound by the California Code of Judicial Ethics, is governed by San Francisco Superior Court Personnel Rules, and must comply with the judicial education requirements applicable to any assignment in which they serve.

Typical Working Conditions & Physical Requirements: Work is performed in an office and courtroom environment; occasional long and/or irregular work hours; extended periods of sitting; occasional stooping, bending, and lifting and moving objects weighing up to 10 pounds.

FLSA Status: Exempt

REQUIRED QUALIFICATIONS

- Court Commissioners must be United States citizens, current active members in good standing with the State Bar of California, and members of the State Bar of California for a period of ten years.
- A minimum of five (5) years in family law practice.
- Willingness to work irregular hours, as required by the demands of the position.
- Court Commissioners may not engage in the active practice of law during their employment with the Court.

DESIRABLE QUALIFICATIONS

The IDEAL CANDIDATE should have the following:

Experience:

- As a judicial officer, hearing officer, magistrate, arbitrator or mediator for disputes.
- A certified family law specialist, or have extensive family law experience, including all aspects of child and spousal support.; with preference for experience in Title IV-D Support Enforcement.
- With trial and hearing procedures, and rules of evidence.

- With court calendars in family law proceedings (including law and motion, child support, and related family law matters)
- Working effectively with the public, especially in stressful situations, and with self-represented litigants.

Knowledge of:

- California Codes such as Family, Evidence, Civil, Civil Procedure, and Code of Judicial Conduct.
- California laws and practice.
- California court system, courtroom proceedings, trial and hearing procedures and rules of evidence.
- California Rules of Court and San Francisco Local Rules.
- Pre-trial provisional and post-trial remedies.
- Current statutes and case law relevant to the assignment.
- Legal principles and precedents as applied to judicial procedures.

Ability to:

- Comply with the law, act in a manner that promotes public confidence in the integrity and impartiality of the judiciary, comply with Code of Judicial Ethics.
- Understand, objectively analyze, interpret and apply a variety of laws, rules, and regulations.
- Analyze and apply legal principles, facts, evidence and precedents to legal problems.
- Objectively analyze and interpret legal issues and arguments, weigh evidence, draw inferences, and reach logical and legal conclusions.
- Perform legal research.
- Direct and oversee courtroom proceedings in a fair, courteous, decisive, orderly, and equitable manner as to promote respect for the judicial process.
- Handle cases involving self-represented litigants, including being sensitive to a wide variety of cultures and barriers to self-represented litigants in the court system.
- Analyze situations accurately and take an effective course of action.
- Communicate effectively, orally and in writing, in a concise and professional manner.
- Present statements of law, fact and argument clearly and logically.
- Exercise appropriate judicial temperament and demeanor.
- Establish and maintain effective working relationships with judicial officers, attorneys, court staff, and various governmental agencies.
- Meet the education and training requirements established in California Rule of Court by attending new judicial officer and continuing education programs.
- Work under various time constraints and exacting professional standards.
- Use computers and applicable software programs to perform support calculations (including Dissomaster and DCSS Guideline Calculator) and conduct legal research.
- Create minute orders following hearings.

HOW TO APPLY

Interested individuals must apply online and include a valid email address where the applicant can receive future correspondence regarding the position. Applicants must submit ALL the following items:

- Superior Court of California, County of San Francisco, online employment application (fully completed). The link to the online application is available on the Court's website at <https://sf.courts.ca.gov/general-information/human-resourcesemployment>.
- Resume.
- Statement of qualifications, limited to one page, only explaining why the applicant is interested in the position and qualified to perform the duties described herein. This one-page statement should succinctly describe the relative education and experience that is applicable to this position.

The preparation of the online application, including the resume and statement of qualifications, is very important to the selection process. It is recommended that applicants review the information in this announcement and on the application very carefully. Once the application has been submitted, it cannot be corrected, changed or resubmitted. **All applications must be submitted by the final filing date and time indicated in this announcement.**

Applicants will be required to respond to the questions listed below when completing the online application.

1. List all courts (including state bar admissions) and administrative bodies having special admission requirements in which you are presently admitted to practice and provide the date of admission for each.
2. List all bar associations and legal professional societies in which you are or have been a member. Provide the titles and dates of any offices you hold or held and identify the committees on which you serve or have served.
3. List all organizations and clubs, other than the bar associations and professional societies you have previously identified, in which you have been a member during the past ten years. Include the titles and dates of any offices you have held and committees on which you served.
4. Are you, or have been, a member of any club, organization or association that by policy or practice prohibits or limits its membership based on race, color, religion, sexual orientation, gender, disability or national origin? If so, identify the organization and provide details.
5. Describe the nature and extent of your involvement in community affairs and civic service. List and briefly describe any leadership positions you have held in non-professional community activities.
6. Please list continuing legal education courses completed within the last three years.
7. Have you ever been arrested, charged, or convicted for violation of any federal law, state law, county or municipal law, regulation, or ordinance? If so, please provide details. (Do not include traffic violations for which a fine of \$200 or less was imposed unless it also included a jail sentence.)

8. To your knowledge, have you ever been under federal, state, or local investigation for possible violation of a criminal statute or dishonorably discharged from military service? If yes, please provide details.
9. Describe any aspects of your personal, business or professional conduct or background that may reflect adversely on you or the Court or which you believe should be disclosed to the Court in connection with this application.
10. Are there any unsatisfied judgments (including any orders for child or spousal support) against you, or are you in default in any way in the performance or discharge of any duty or obligation imposed upon you by judicial decree or order? If so, please provide details.
11. Have you ever been requested to appear before any prosecuting attorney or investigative agency in any matter, military or civil? If so, provide details, including the date, description of the alleged offense, its location, and the disposition for each incident.
12. Have you ever been a party to, or claimed an interest in, any legal proceeding (including dissolution of marriage, bankruptcy, damage suits, etc.)? If so, please provide details and include all legal proceedings in which you were a party in interest, a material witness, named as a co-conspirator or co-respondent, and any grand jury investigation in which you were identified as a subject of interest or target (do not list proceedings in which you were merely a guardian ad litem or stakeholder); the case name and number; court; disposition; and name, address and telephone number of counsel for the parties in each case.
13. Have you ever been charged in any civil, criminal or administrative action with conduct alleged to involve moral turpitude, dishonesty and/or unethical conduct? If so, provide details, including the applicable date and name, address and telephone number of the counsel for the prosecuting agency or opposing parties in each case.
14. If any articles or allegations have ever been printed, broadcast, posted or otherwise made public concerning you or your activities, views or statements (irrespective of factual accuracy) that may reflect adversely on your character or job performance, identify the material, explain fully, and attach a copy of each publication to this application. (If the volume is extensive, attach representative samples of the publications and specify where the balance may be reviewed.)
15. List any achievements and accomplishments which demonstrate your commitment to equal justice under the law.
16. List by date any honors, prizes, awards, scholarships, fellowships or other forms of recognition that you have received.
17. List any legal books, articles, blogs, letters to the editor, or reports you have written, edited or published. For each, provide full citations, dates, and a general description of the subject matter. Please submit a copy of any letters to the editor or op-ed articles you have authored with your application.
18. State the names, addresses, and dates of employment for all law firms with which you have been associated in practice, all government agencies, and all private business organizations in which you have been employed since your first bar admission. Also, indicate where you gained your family law experience, as well as any periods during which you have practiced as a sole practitioner.

19. If you are a practicing attorney, describe in detail the nature of your current practice; include any areas of emphasis and any specialization certified by the State Bar of California and describe your typical cases. If your practice is substantially different now than in the past, describe your prior practice and include the time periods involved.
20. Within the past five years, how frequently (average times per month) have you done the following on behalf of a client: (a) appeared in federal trial or appellate court; (b) appeared in state trial or appellate court; (c) appeared before an administrative law judge or other tribunal; (d) appeared before a board, commission, panel, legislative committee, or other body; (e) participated in an alternative dispute resolution proceeding; and (f) participated in any other judicial or quasi-judicial proceeding.
21. Within the past five years, approximately what percentage of your legal practice has been devoted to the following: (a) litigation; (b) administrative advocacy; (c) legislative advocacy; (d) alternative dispute resolution, including arbitration or mediation; (e) teaching; (f) transactional law; and (g) other law-related work (please specify).
22. What percentage of your practice during the last five years involving litigation has been in the following areas: (a) family, (b) juvenile, (c) criminal, (d) civil, (e) probate, and (f) other.
23. State the total number of cases you have tried to conclusion in courts of record during the past five years, indicating type of case, whether you were sole, associate, or chief counsel. Give citations of any reported cases.
24. List the five most significant matters you have handled as counsel. For each matter, provide the name of the entity or tribunal involved; case name; type and description of case; dates; party you represented; name of the Judge or fact finder; resolution or disposition; names, current addresses and telephone numbers of counsel for the other parties; and names, current addresses and telephone numbers of co-counsel, if applicable. In a sentence or two, please explain why you believe each matter is significant.
25. If you lack significant trial experience, describe the experiences or special skills you possess that you believe qualify you to serve as Court Commissioner.
26. Have you ever been sued by a client or other party in connection with your role as an attorney? If yes, please provide details for each case, including the case name and number; court; resolution; and name, address and telephone number of counsel for the plaintiff.
27. Have you or your professional liability insurance ever settled a claim against you for professional malpractice? If yes, please provide details, including amounts involved.
28. Have you ever been censured, sanctioned, disciplined or cited (publicly or privately) for breach of ethics, misconduct, or malfeasance; been the subject of a complaint to any court, administrative agency, bar association, disciplinary committee, or other professional group; or have any disciplinary charges presently pending against you? If so, please provide details (include any complaint even if it was dismissed or did not result in disciplinary action).
29. Has any court sanctioned you more than \$1000 (excluding discovery sanctions), or has any court or tribunal cited you for contempt? If so, provide details for each citation, including date and case name and number; and the names, addresses and telephone numbers of the judicial officer involved and counsel for the opposing party(ies).

30. Have you ever held judicial office (including as a commissioner, referee, administrative law judge, or hearing officer) or been a candidate for judicial office? If yes, please state the court or agency involved, whether elected or appointed, the dates of service, or dates of candidacy.
31. Describe the nature and extent of your service, if any, as a referee, judge pro tem, administrative law judge, arbitrator, or mediator. Please specify the court or agency you served; the dates of service; position held/nature of your assignment, including any areas of emphasis; the type of cases you heard; number of matters adjudicated; and a list of the five most significant cases, identifying the counsel involved.
32. Have you ever held, or been a candidate for, public office other than a judicial office? If so, provide details, including the office(s) involved, whether elected or appointed, and the dates of your service or candidacy.
33. Have you participated in a Judicial Mentoring Program as a mentee? If so, state the name of any mentor assigned to you and the dates in which you participated in the program.
34. State any additional education or other experiences you believe would assist you in holding judicial office.
35. List five (5) individuals as references who are familiar with your abilities and personal character. [Name / Title or Position, if any/ Address / Phone]

SELECTION PROCESS

Initial Screening:

Complete application packages received by the final filing date and time will be evaluated to determine if applicants meet the minimum qualifications. The Court will further evaluate these documents and may interview only those applicants it deems may best meet the needs of the Court. Not all applicants will receive an interview.

Oral Interview:

Selected applicants will be interviewed to determine their relative knowledge, abilities, and skill levels in job-related areas. Interviews will be scheduled in March 2024.

Qualified applicants with disabilities requiring reasonable accommodation to participate in the selection process should complete the relevant section of the employment application.

OTHER APPOINTMENT INFORMATION

Employment is subject to security clearance. Any false statement or omission of material fact may cause forfeiture of employment. Information presented on employment applications, resumes, and attachments, and during the selection process is subject to verification. Employees are prohibited from engaging in activities which conflict with the interests of the Superior Court of California, County of San Francisco.

Immigration laws require that all employees hired after November 6, 1986, must provide proof of work eligibility. At the time of appointment to a position, all applicants must possess a valid Social Security number, and will be required to present original documents which verify citizenship or legal alien status as well as identity (such as a social security card and driver's license, or a green card and a driver's license, or a valid U.S. passport).

THE SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN FRANCISCO, IS AN EQUAL OPPORTUNITY EMPLOYER. APPLICANTS SHALL NOT BE FAVORED OR DISCRIMINATED AGAINST BECAUSE OF RACE, COLOR, RELIGION, GENDER, NATIONAL ORIGIN, ANCESTRY, CITIZENSHIP, AGE, MARITAL STATUS, PHYSICAL DISABILITY, MENTAL DISABILITY, MEDICAL CONDITION, SEXUAL ORIENTATION, GENETIC INFORMATION, UNION ACTIVITY, POLITICAL AFFILIATION, OR OTHER NON-MERIT FACTOR.

FINAL FILING DATE: 4:00PM, MARCH 10, 2024

For questions on the above information, contact the Human Resources Office of the Superior Court of California, County of San Francisco, (415) 551-0381.

This announcement and the online application are available at <https://sf.courts.ca.gov/general-information/human-resourcesemployment>.