

**Superior Court of California  
County of Solano  
Job Announcement**

**Commissioner  
RECRUITMENT # 2011-02**

**Salary: \$151,971 annually**

**CLOSING DATE: March 18, 2011**

**Job Definition**

Under the supervision and general direction of the Presiding Judge or his/her designee, this professional level position performs various judicial functions as prescribed by law or conferred by the court. The Superior Court and the Commission on Judicial Performance concurrently monitor the conduct of Court Commissioners. Commissioners are subject to the same Canons of Ethics as Judges. Law prohibits Commissioners from engaging in the practice of law. The successful candidate shall be expected to adhere to the Code of Judicial Ethics. This classification is unrepresented and at-will.

**Essential Functions (Core Competencies)**

- 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: civil and small claims actions, criminal and traffic matters, hearings and trials of infractions, misdemeanors, and felonies; probate, family law and juvenile court.
- 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 and imposes sentences; sets cases for hearing and trial; conducts court and jury trials.
- 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 and simplification of issues.
- Researches specified decisional issues.
- May be responsible for adjudicating cases in all Superior Court of Solano County locations.
- May be required to conduct night court sessions and/or Saturday court.
- Performs other related work as required by business needs or as assigned.

The ideal job applicant will possess all of the knowledge, skills, and abilities (KSAs) listed below, including other KSAs and meet all minimum requirements. A more detailed list of minimum requirements and KSAs is available upon request in the form of a job specification.

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### **Knowledge, Skills, and Abilities** – The successful applicant will possess the following (KSAs):

- Knowledge of legal principles, precedents and courtroom procedures.
- Ability to handle a large number of cases effectively and efficiently.
- Ability to objectively analyze and interpret legal issues, principles and arguments and control courtroom proceedings in a decisive, orderly, timely, and equitable manner.
- Knowledge of courtroom procedures and protocols.
- Must be able to conduct fair and impartial hearings in a manner that will obtain all pertinent evidence and secure confidence and respect.
- Must be able to speak clearly, effectively and persuasively before audiences.
- Must be able to exercise appropriate judicial temperament and demeanor.
- Must be able to maintain confidentiality of sensitive information.
- Must be able to adapt to new case management systems and accompanying protocols.
- Ability to establish and maintain effective working relationships with the Superior Court Bench, Court Staff, members of the Bar, and various governmental agencies.

### **Educational and Work Experience Requirements**

- Active membership in the California State Bar.
- Admitted to practice of law in California for a period of at least ten (10) years, or on a finding of good cause by the Presiding Judge, for at least a period of five (5) years.
- Experience in civil, criminal, family, juvenile, probate and or law and motion litigation.
- Must not engage in active practice of law during employment with the court in this capacity.

### **License Requirement**

A valid California driver's license may be required or the ability to provide alternate transportation if prohibited by a medically documented disability from obtaining a driver's license.

### **Physical Requirements and Work Environment**

The duties assigned to this position requires standing, walking, use hands to finger, handle, pinch, pull objects or controls, reach with hands and arms, climb stairs, and balance. Customarily, assigned work requires the ability to sit for long periods of time. There is an occasional need to lift up to approximately 10 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee is required to listen to others speaking from a variety of distances within the courtroom and office area. Some bending, stooping, and/or squatting may be required. While performing assigned duties, the employee is exposed to weather conditions prevalent at the time. The noise and traffic level in the work environment are similar to a high volume business office. Reasonable accommodation requests will be considered during pre-employment testing period and after employment when requested, medically documented, and determined by the court to be appropriate under applicable law.

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### **Benefits Packages**

Solano Superior Court employees are valued. The Court offers an excellent benefit package, including:

- \* CalPERS retirement plan (2.7% @ 55); the Court pays 6% of the employee's contribution.
- \* Participation in Social Security, Medicare and State Disability Insurance.
- \* Medical insurance; choice of 3 HMOs and 3 PPOs; court pays a portion of the premium.
- \* Dental Insurance; court pays a portion of the premium.
- \* Vision Insurance; court pays portion of the premium.
- \* 457 deferred compensation plan opportunity.
- \* Sick leave earned at 3.7 hours per pay period (approximately 12 days per year).
- \* 13 paid holidays.
- \* Vacation earned at 6.16 hours per pay period (approximately 20 days per year).
- \* Floating holiday of 16 hours per year.
- \* Administrative Leave of 48 hours per year.
- \* Long-term Disability insurance paid for by the court.
- \* Life insurance paid for by the court.
- \* Employee Assistance Program.
- \* Longevity pay after 10 years employment.

### **Recruitment Process**

To be considered for this position, job applicants are required to complete an official court application and to submit a résumé.

Eligible job applicants will be notified by phone or letter of the date and location prior to scheduling for an interview

Official application forms are available on the court's Web site, [www.solano.courts.ca.gov](http://www.solano.courts.ca.gov) or application forms may be picked up from the court's human resources department in the Executive Office at 600 Union Avenue, Fairfield. Applications may be mailed or dropped off at the court **and must be received** by close of business on the final filing date. Faxes or postmarks are not accepted.