



**SUPERIOR COURT OF THE STATE OF CALIFORNIA
COUNTY OF MARIPOSA**

**JOB DESCRIPTION
EXTRA HELP CHILD SUPPORT (AB1058)/ FAMILY LAW
COURT COMMISSIONER**

(.2 full-time equivalency)

Filing Date: Open until Filled

THE POSITION

Under general direction of the Presiding Judge and in accordance with State law, this professional level position performs various judicial functions as prescribed by law or conferred by Court. The power and authority of Child Support Commissioners is specified by statute. The Child Support Commissioner has the same jurisdiction and exercises the same powers and duties as the judges of the courts with respect to family law and child support. The Child Support Commissioner will primarily hear support, general family law, and contempt matters brought by the Department of Child Support Services- Mariposa County as part of the Title IV-D child support enforcement program, but may assist with other matters, as assigned by the Presiding Judge.

THE COURT

Mariposa Superior Court is located in our historical courthouse which was built in 1854 with hand-planed timber and nailed with square cut nails. This is now a landmark that remains the state's oldest county courthouse in continuous use west of the Rockies. The court consists of two Judges, one extra help commissioner and staff that oversees the administration, criminal, civil, juvenile, traffic, collections, child support/ family divisions for the County of Mariposa.

DISTINGUISHING CHARACTERISTICS:

This is an at-will, professional level position that serves at the pleasure of the judges of the court assisting the court in disposing of business connected with the administration of justice, including acting as a temporary judge in certain types of cases. It is distinguished from the position of judge in that it is appointed by and serves at the pleasure of the judges and acts only as a temporary judge presiding over cases as directed, at the stipulation of the parties.

EDUCATION AND EXPERIENCE:

1. Citizenship of the United States
2. Residency of the State of California.
3. Active member in good standing with the California State Bar for a minimum period of five (5) years immediately before his or her appointment unless he or she has been an inactive member due to previously holding the position of judge, referee, or commissioner; or is serving as a subordinate judicial officer in a trial court as of January 1, 2003.
4. Three (3) years of experience in family law that may include Title IV-D child support enforcement.
5. Comprehensive knowledge of all applicable state and federal law.

EMPLOYMENT STANDARDS

Knowledge, Skills and Abilities:

- Interpret and apply Federal, State and local laws, rules, and regulations.
- Knowledge of legal principles and their application.
- Hearing rules and processes.
- Principles and practices of the court procedures.
- Community resources which may aid the Court.

EMPLOYMENT STANDARDS (Continued)

- Respond appropriately to situations; develop appropriate conclusions and findings; reach sound and just decisions.
- Ability to handle a large number of cases effectively and efficiently.
- Is trained and experienced in use of the Child Support Calculator.
- Hold office at the pleasure of the Court appointing him or her.
- Possession of a valid California Class "C" driver's license.
- Comprehensive knowledge of the justice system, ability to objectively analyze and interpret legal issues, principles and arguments, and control courtroom proceedings in a decisive, orderly, timely, and equitable manner.
- Research legal issues through various formats such as personal computers.
- Conduct fair and impartial hearings.
- Communicate orally and in written form in a clear and concise manner.
- Maintain confidential information in accordance with legal standards and/or other regulations.
- Effective communication skills-verbal and written- in person, over the telephone and in writing with public, attorneys, coworkers, and other judicial officers.
- Must work well under pressure, meeting multiple and sometimes conflicting deadlines.
- Establish and maintain effective working relationships with management, other judicial officers and governmental agencies. Work effectively with and assist individuals of various ages and diverse cultural backgrounds. Exercise appropriate judicial temperament and demeanor; Deal tactfully and courteously with the public and legal representatives in providing information about court functions and proceedings.
- Must successfully complete fingerprinting and criminal record background check.

SPECIAL REQUIREMENTS

While serving the Court, a commissioner is prohibited from the private practice of law.

DUTIES AND RESPONSIBILITIES

Incumbents have responsibility for interpreting, enforcing, and carrying out current laws. Actions to be taken and decisions to be made include researching specified decision issues, and issuing judgments, orders. Unless otherwise directed by the Court, typical duties include presiding over Title IVD child support cases filed by the Department of Child Support Services- Mariposa County or any other party in a support action or proceeding to establish, modify, or enforce child or spousal support, including actions to establish paternity, including but not limited to:

- Interpret and apply Federal, State and local laws and regulations.
- Conducts arraignments, including issuance and signing of bench warrants for failure to appear or violation of any other court order.
- Presides over proceedings in family law and child support actions.
- Takes pleas, grants continuances, set cases for trials.
- Imposes sanctions.

- Reviews court files, documents and related materials to assess cases prior to and other written materials pertaining to case findings.
- Accepts petitions for modification of order and hears the same; reviews petitions, certifications, and other documents for legality of form.
- Speak before groups.
- Attend training as offered and/or directed including continuing judicial education policies.
- Travel to off-site courts, as needed.
- Follow rules and regulations/personnel policies, safety procedures, court code of ethics and court harassment prevention policy.
- Must, at all times demonstrate cooperative behavior with co-workers and management.
- Maintain a professional demeanor as defined in the Court Code of Ethics and maintain professional appearance.
- Perform other duties as assigned.

SUPERVISORY DUTIES:

None

WORK ENVIRONMENT:

Office environment in older and newer buildings with varying degrees of heat and cold air.

Interaction with Court divisions requires travel indoors and outside over uneven ground and pavement and in all types of weather.

High noise level, at times.

Some travel required using personal vehicle with mileage reimbursement per Court policy.

TYPICAL PHYSICAL REQUIREMENTS

Must be able to lift 30 pounds

Work requires repetitive movements (ex: computer work and writing)

Hearing and speaking are needed to listen effectively and talk with individuals in person by phone and by an electronic platform.

Requires sitting for extended periods, traversing on smooth and uneven surfaces, reaching, bending, and squatting.

Must be able to traverse indoors and outside over uneven ground and pavement.

Must be able to climb stairs.

COMPENSATION AND BENEFITS

Salary: Negotiated

Benefits: None

THE SELECTION PROCESS

All interested applicants must submit a letter of interest, resume and fill out an employment application. Upon receipt of the timely applications, the most qualified applicants will be invited to an oral interview.

HOW TO APPLY

Contact: Judicial Council of California, Human Resources, Attn: Marichelle Alonzo

455 Golden Gate Avenue, San Francisco CA 94102-3688

Ph (415) 865-4572| Marichelle.Alonzo@jud.ca.gov

An application is available on the Mariposa Court website:

<https://www.mariposa.courts.ca.gov/general-information/employment>

VETERAN'S PREFERENCE POLICY

Veterans of the Armed Forces of the United States who have served an honorable discharge or general under honorable conditions discharge shall be given preference in initial appointment to Court service. Such reference shall apply only to the first appointment to any Court position. The preference shall be implemented as follows:

- Where examinations are scored, the preference shall be five (5) additional points if the applicant without the preference obtains a passing score on all portions of the examination process.
- In cases where the examinations are not scored, the preference obtains a passing ranking on all minimum qualifications during the examination process.
 - Persons claiming eligibility for Veteran's Preference must submit a copy of from DD214 with the job application.

SPECIAL NOTES

Please be careful in filling out your prior work history. Your application must include sufficient information to show that you meet the minimum qualifications described in the job description for the position you are applying for. A resume may be attached; however, applications where the prior work history section is not completed may be returned as incomplete.

To comply with the 1986 Immigration Reform and Control Act, Mariposa Superior Court verifies that all new employees are either U.S. Citizens or aliens authorized to work in the U.S.

REASONABLE ACCOMMODATIONS FOR INDIVIDUALS WITH DISABILITIES

The Mariposa Court makes reasonable accommodation for the individual with disabilities including is obligation to ensure that only the essential duties of the position are required to be performed. Individuals with disabilities requiring any accommodations, in order to participate in the testing process, must inform the Mariposa Superior Court Administration Office. Also, those applicants needing such accommodations should document this request including as explanation as to the type and extent of accommodations needed to participate in the selection process and/ or perform the duties of the job for which they have applied.

The contents of this class specification shall not be construed to constitute any express or implied warranty or guarantee, nor shall it constitute a contract of employment. The contents of this specification may be modified or revoked without notice. Terms and conditions of employment are at will employment at the pleasure of the Judges of the Superior Court of California, County of Mariposa. Pursuant to Government Code section 69917 and California Rules of Court, Rule 10.702, a Court Commissioner may not engage in the practice of law.