



**SUPERIOR COURT OF CALIFORNIA
COUNTIES OF TEHAMA, GLENN, COLUSA AND PLUMAS**

**EMPLOYMENT OPPORTUNITY FOR
CHILD SUPPORT COMMISSIONER**

(32 hours per week, .8 Full-Time equivalency)

Wage rate calculated at 85% of a judicial officers salary

SALARY: \$152,203.72/yr. (plus benefit package)

CLOSING DATE: September 2, 2021 by 12:00 p.m.

TENTATIVE INTERVIEW DATE: September 9, 2021

JOB DEFINITION: Under general direction of the Presiding Judges of Tehama, Glenn, Colusa and Plumas County Superior Courts, and in accordance with State law, this professional level position performs various judicial functions as prescribed by law or conferred by the Court. The power and authority of Child Support Commissioners is specified by statute under Family Law Code sections 4250-4253. The Child Support Commissioner will primarily hear support and contempt matters brought by the Department of Child Support Services in Tehama, Glenn, Colusa and Plumas Counties as part of the Title IV-D child support enforcement program, but may assist with other matters, as assigned by the Presiding Judges of each County. The position is grant funded by the AB 1058 Child Support Commissioner program.

DISTINGUISHING CHARACTERISTICS: This is a single, "at-will", FSLA exempt classification. The chosen candidate is an employee of the Tehama County Superior Court who also serves other local courts through an intra-branch agreement. While serving the Superior Courts of Colusa, Glenn, and Plumas, the Child Support Commissioner will act under the direction of that particular presiding judge and perform various judicial functions consistent with Title IV-D support actions. Unless otherwise directed by the Court, typical duties include conducting hearings on matters dealing with family support, but may also be assigned to criminal and civil law proceedings, family law, probate, and juvenile matters as well as other direction or instructions consistent with the job duties of a Child Support Commissioner assigned by the Judges of the Court or the Court Executive Officer.

ESSENTIAL JOB FUNCTIONS: Incumbents have responsibility for interpreting, enforcing, and carrying out current laws. Actions to be taken and decisions to be made include researching legal issues, and issuing judgments and orders. Primarily the Child Support Commissioner presides over Title IV-D child support cases filed by the Department of Child Support Services or any other party in a support action or proceeding to establish, modify, or enforce child or spousal support, including actions to establish paternity. The following duties are typical of those performed in this classification; however, other duties may also be required.

- 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 child support proceedings in family law, paternity, and 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;
- Uphold, follow, and comply with the Code of Judicial Ethics;
- Speak before groups;
- Within six months of beginning the Child Support Commissioner assignment, attend a basic educational program on California Child Support Law and Procedure designed primarily for judicial officers (as outlined in CRC 5.340);
- Participate in California's annual AB 1058 Child Support Conference Statewide Training to receive updates in child support law and procedure once each calendar year (as outlined in CRC 5.340);
- Attend training as offered and/ or directed including continuing judicial education policies. (as outlined in CRC 5.340);
- Travel to any court or facility within Tehama, Glenn, Plumas and Calusa Counties, as scheduled or 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;
- Uphold the integrity and professionalism of the Courts;
- Perform other duties as assigned.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Interpret and apply Federal, State and local laws, rules, and regulations;
- Knowledge of legal principles and their application;
- Understanding of hearing/court rules and processes;
- Familiarity with principles and practices of the court procedures;
- Experience with Court community partners and resources, including- but not limited to- law enforcement, child support, probation, health and human resources, domestic violence services, local psychologists and medical professionals;
- 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.

Skills and Abilities:

- 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;
- Skill in researching legal issues through various formats (i.e. electronic and book/paper);
- Understanding about the importance of conducting fair and impartial hearings;
- Necessity to maintain confidential information in accordance with legal standards and/or other regulations;
- Ability to learn and utilize the DCSS' California Guideline Child Support Calculator;
- Practice effective communication skills;
- Must work well under pressure, meeting multiple and sometimes conflicting deadlines;

- Need to 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.

MINIMUM QUALIFICATIONS:

- Citizenship of the United States;
- Residency of the State of California;
- Active member in good standing with the California State Bar for a minimum period of ten (10) years immediately before his or her appointment, unless inactive membership was due to previously holding the position of a judge, referee or commissioner;
- Comprehensive knowledge of all applicable local, state and federal law, including court rules and procedures;
- "Possession of a valid California Class "C" driver's license.

SPECIAL REQUIREMENT

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.

CONTACTS: Department personnel, county department heads and employees, court personnel, attorneys and their staff members, various government and social service agencies and the general public.

PHYSICAL REQUIREMENTS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The employee is regularly required to stand and sit for long periods of time.
- Speaking and hearing are needed to communicate in person and on the telephone;
- Strength, dexterity, coordination and vision to use a keyboard and video display terminal for long periods of time;
- Dexterity and coordination to handle files and single pieces of paper;
- Physical ability to lift, carry, push and/or pull light to moderately heavy objects, sometimes weighing up to 25 pounds such as files, stacks of papers and other materials;
- Moving from place to place within an office;
- Some reaching for items above and below desk level; and
- Some kneeling and/or stooping.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Working conditions are typically moderately quiet, but may be loud at times at some locations.
- A video display terminal is used on a daily basis;
- Work is generally performed in a clean office environment with limited exposure to outdoor temperatures, dust, fumes or odors;
- The employee must be able to handle multiple tasks with shifting priorities and with occasional interruptions of planned work activities from telephone calls, office visitors and response to unplanned events;
- There may be periodic contact with angry and upset individuals in volatile situations; and

- There may occasionally be irregular work hours including meetings and work outside the normal business hours, as well as occasional overnight travel to attend trainings, meetings and conferences.

COMPENSATION AND BENEFITS:

- The Court offers health, vision, and dental insurance plans for the employee and qualifying family members.
- Vacation: 12 days through 4th year; 18 days through 10th year; 21 days through 20th year; 22.5 days after 21 years.
- The court provides a defined benefit retirement plan through California Public Employees' Retirement System (CalPERS).

APPLICATION PROCEDURE:

The Superior Court of California, County of Tehama has an employment opportunity for a Child Support Commissioner. All applicants must submit a completed Superior Court of California, County of Tehama employment application, resume, and cover letter, which clearly demonstrates their qualifications for this position. Incomplete application packets will not be accepted for consideration. Application and materials may be submitted by mail or personal delivery no later than **12 p.m. on September 2, 2021.** No postmarks accepted.

The court application can be downloaded from the Tehama Superior Court Website at <http://www.tehamacourt.ca.gov>.

Address:

**Tehama Superior Court
Attn: Mrs. Michelle Rotherham ACEO/HR Manager
1740 Walnut Street
Red Bluff, CA 96080
Telephone: 530-529-6101 Fax: 530-527-9893**

The selection process is subject to change. Applicants will be notified if changes are made. A screening panel will select a number of the most highly qualified applicants. Please note not all applicants will receive an interview. Those applicants selected by the panel will be invited to an interview.

EQUAL OPPORTUNITY EMPLOYER

Tehama Superior Court is committed to the principle of equal employment opportunity to all persons with respect to hiring practices, compensation, benefits, promotional opportunities, and other terms and conditions of employment regardless of race, color, national origin, ancestry, religion, sex, sexual orientation, physical or mental disability, medical condition, age, veteran status, marital status, or political affiliation, or any other factor protected by applicable federal and state laws. If you require accommodations in the application or interview process, contact Human Resources at the number listed above before the deadline posted on the job announcement.