



The Superior Court of California
County Of San Diego

JOB ANNOUNCEMENT
COMMISSIONER
(Child Support)
Examination No. 11-013

- SALARY RANGE:** \$151,964.80 annually
- FILING DEADLINE:** Applications will be accepted until **5:00 pm on Friday, December 10, 2010**.
NOTE: Applicants who submitted materials for prior Commissioner recruitments must reapply under this recruitment to be considered for this selection process.
- LOCATION:** Commissioners (Child Support) may be assigned to conduct hearings at any of the following court locations where family law cases are filed: Central Courthouse and Family Law Building (both downtown San Diego); East County (El Cajon); North County (Vista); and South County (Chula Vista).
- JOB SUMMARY:** The duties of Commissioner (Child Support) include conducting hearings, making findings and issuing orders on cases filed by the County of San Diego, Department of Child Support Services. Employees in this executive management position serve at the pleasure of the Court and are governed by the San Diego Superior Court Personnel Rules, and must comply with the judicial education requirements applicable to any assignment in which they serve.
- REQUIREMENTS:** Applicants must: (1) be current active members in good standing with the State Bar of California; (2) have been admitted to the practice of law in the State of California for at least 10 years; **and** (3) have experience in family law that may include Title IV-D Child Support Enforcement.
NOTE: Commissioner appointments are subject to successful completion of a background investigation and a pre-employment medical examination. Commissioners may not engage in the private practice of law.
- EVALUATION AND SELECTION FACTORS:** Factors which may be considered in the evaluation of candidates include a thorough knowledge of: (1) the California court system; (2) state and local rules of court; and (3) legal principles and case precedents, rules of evidence, and trial procedures. Other skills and abilities which may be evaluated include the ability to: (a) analyze and interpret legal issues and arguments, weigh evidence, draw inferences, and reach logical and legal conclusions; (b) work under various time constraints and exacting professional standards; and (c) communicate effectively, both orally and in writing. In addition, candidates' integrity, sense of fairness, judicial temperament, and cultural sensitivity will be assessed and considered in the course of the selection process.
- SELECTION PROCESS:** Only those candidates whose background and experience best meet the needs of the Superior Court will be invited to participate in a final selection interview process before a panel of judges.
- HOW TO APPLY:** Applicants **must** complete and submit the San Diego Superior Court Employment Application Form-Commissioner (Child Support); (2) the Court's background investigation form; and (3) the Court's pre-employment disclosure statement; **AND** submit: (a) a resume; (b) a list of references, including names, addresses and contact numbers; and (c) a current copy of their State Bar of California bar card showing active status. Application materials are available at San Diego Superior Court Human Resources, 330 West Broadway (Hall of Justice), Room 251, San Diego, CA 92101; on the San Diego Superior Court website at www.sdcourt.ca.gov; or by calling (619) 450-5222. Completed application materials may be submitted in person at the above address or mailed to: San Diego Superior Court, Attn: Human Resources, P.O. Box 120128, San Diego, CA 92112-0128; or through county mail to Mail Stop C-44.

GENERAL EMPLOYMENT INFORMATION

The provisions of this announcement do not constitute an implied or expressed contract, and any provisions contained in this announcement may be modified or revoked at any time. The requirements stated on the job announcement represent only the minimum required to file an application. Meeting the listed requirements does not guarantee a candidate will qualify for the examination. Equal Opportunity: San Diego Superior Court makes all appointments without regard to age, race, sex, religious creed, ethnicity, disability, marital status or sexual orientation. Applicants with Disabilities: Reasonable accommodations will be made so applicants with disabilities may participate in the examination process. Advise San Diego Superior Court Human Resources of special needs in advance of the examination.

Human Resources Office: The San Diego Superior Court Human Resources Office is located at the Hall of Justice, 330 West Broadway, Room 251, in Downtown San Diego.

Hours of Operation: The San Diego Superior Court Human Resources Office is open to the public, Monday through Friday, from 8:00 a.m. to 5:00 p.m. except for Court holidays.

Mailing Address: San Diego Superior Court, Attn: Human Resources, P.O. Box 120128, San Diego, CA 92112-0128. The County Mail Stop is C-44.

Phone Numbers: The business office phone number is (619) 450-7230. The 24-hour job line is (619) 450-5222. The fax number is (619) 450-7158.

Website: Job opportunities are listed on the San Diego Superior Court website at: www.sdcourt.ca.gov. The application form is available at this site in Adobe PDF format.

Employment Applications: Applications must be legible, complete and signed to include any required certificates, forms, transcripts or Supplemental Application Forms.

Application Filing Deadlines: The San Diego Superior Court Human Resources Office must receive all application materials by 5:00 p.m. on the filing deadline date stated on the reverse. Postmarks are **not** accepted. If a filing deadline is not stated, applications will be accepted on a continuous basis and subject to closure without advance notice. To receive full consideration, applications should be filed promptly.

Examination Numbers: Applicants are limited to one application and may not reapply under the same examination number.

Application Information Change(s): Applicants are responsible for submitting changes in their application information such as **address or phone number changes in writing.**

Documentation: Federal law requires that all persons selected for employment complete and sign a form (INS-9) verifying the legal right to work in the United States.

Medical Examination: Employment is contingent upon successfully passing a job-related, pre-employment medical examination, which will include drug and alcohol testing.

Background Investigation: San Diego Superior Court employees shall be subject to a background investigation and fingerprinting. Convictions, depending upon the type, number and recency, may be disqualifying.

Work History: False statements or omission of facts regarding background or employment history may result in either disqualification or dismissal.

Starting Salary: Employees in this classification are paid at a flat rate.

Vacation: New employees accrue vacation at a rate of seventeen (17) days per year for the first 4 years of continuous service, twenty-three (23) days for 5 to 14 years of continuous service, and twenty-five (25) days after 15 years of continuous service.

Holidays: The San Diego Superior Court currently observes fourteen (14) holidays each year, including the employee's birthday.

Sick Leave: Absences due to illness or medical appointments are accounted for in increments of eight (8) hours.

Retirement: Employees of the San Diego Superior Court participate in the County Employees Retirement System, which is integrated with Social Security.

Health Insurance: San Diego Superior Court employees are provided a cafeteria-style flexible benefits plan, which offers health, dental and vision coverage.

Life Insurance: A group rate life insurance program is available.

Additional Benefits: Other benefits include deferred compensation, annual medical examination, and credit union services.

Employee Status: San Diego Superior Court employees in this executive management classification serve at the pleasure of the Court and are governed by the San Diego Superior Court Personnel Rules.

SAN DIEGO SUPERIOR COURT
ATTN: HUMAN RESOURCES
POST OFFICE BOX 120128
SAN DIEGO, CA 92112-0128
