AUGUST 2018
FLSA: EXEMPT
CLASS CODE: 90797

COURT COMMISSIONER

DEFINITION

Under general direction of the Presiding Judge and in accordance with State law, the commissioner performs various judicial functions as prescribed by law or conferred by the court. The power and authority of the court commissioners is specified by statute. Commissioners have the same jurisdiction and exercise the same powers and duties as the judges of the courts with respect to infractions and small claims actions, and in other matters pursuant to stipulation of the parties.

CLASS CHARACTERISTICS

This professional level class performs subordinate judicial officer functions for the courts, assisting the courts in disposing of business connected with the administration of justice. It is distinguished from the position of judge in that it is appointed by and serves at the pleasure of the Superior Court Bench, performs subordinate judicial officer work, and may act as a temporary judge when needed, presiding over matters as directed, and with the stipulation of the parties.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Serves as subordinate judicial officer, presiding over traffic infraction cases, city and county ordinance cases, other infractions, small claims, and other matters.
- May act as temporary judge in civil, criminal, and juvenile matters as directed and with the stipulations of the parties.
- 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.
- May be assigned to hear Title IV-D child support cases in the Child Support Commissioner's absence.

QUALIFICATIONS

- United States citizenship is required for appointment in accordance with the California State Constitution and Government Code.
- Residency of the State of California.
- Hold office at the pleasure of the Court appointing him or her.

Knowledge of:

- Comprehensive knowledge of the justice system, including but not limited to criminal, juvenile, and civil law.
- Basic knowledge of family law and Title IV-D child support laws.

Ability to:

- Objectively analyze and interpret legal issues, principles and arguments.
- Control courtroom proceedings in a decisive, orderly, timely, and equitable manner.
- Communicate orally and in written form in a clear and concise manner.
- Exercise appropriate judicial temperament and demeanor.
- Establish good working relationships with the Superior Court Bench and staff, members of the Bar, and various governmental agencies.

Judgment and Responsibility:

- Incumbents have the 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, etc.

Licenses and Certifications:

- Active member of the State Bar of California for a minimum period of five (5) years immediately before his or her appointment.
- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

SPECIAL REQUIREMENT

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

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various Court and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.