



SUPERIOR COURT OF THE STATE OF CALIFORNIA  
COUNTIES OF INYO AND MONO

JOB ANNOUNCEMENT AND DESCRIPTION

## **PART-TIME CHILD SUPPORT (AB 1058) COURT COMMISSIONER**

**.5 FTE Maximum (Not to Exceed 20 hours a week)**

### **THE POSITION**

Under general direction of the Presiding Judges of Inyo and Mono County Superior Courts, and in accordance with State law, this part-time professional level position performs various judicial functions as prescribed by law or conferred by the Court. The chosen candidate will hold office at the pleasure of each Court appointing him or her, and serves at will. 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 Inyo and Mono 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.

### **DISTINGUISHING CHARACTERISTICS:**

This is an at-will, part-time professional level position that serves at the pleasure of the judges of Inyo and Mono Superior Courts. The successful candidate will assist Inyo and Mono Superior 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 judges and presides over cases as directed by the Judges, 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, with preference given to background that includes familiarity and work within Title IV-D child support enforcement.
5. Comprehensive knowledge of all applicable state and federal law.
6. Possession of a valid California Class "C" driver's license.

## **EMPLOYMENT STANDARDS**

### **Knowledge, Skills and Abilities:**

- 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.
- 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.
- 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.
- 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.
- Must successfully complete fingerprinting and criminal record background check.

## **SPECIAL REQUIREMENTS**

A Commissioner may not engage in the active practice of law during employment with the court in the capacity of a Court Commissioner.

## **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 legal issues, and issuing judgments and 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 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 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 Inyo and Mono 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.

**SUPERVISORY DUTIES:**

None

**WORK ENVIRONMENT:**

Office environment is within older facilities 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. Work environment can contain high noise levels at times. Some travel between is required, using personal vehicle.

**TYPICAL PHYSICAL REQUIREMENTS:**

Must be able to lift court files and other items, up to 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 and by phone.  
 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.

**THE SELECTION PROCESS**

All interested applicants must submit a letter of interest and resume to the Court. Letters of Interest will be submitted to the Court Executive Officer in Inyo County Superior Court, but candidates understand that this position is for both Mono and Inyo County Superior Courts. Interviews will be conducted as applications are received and reviewed. Open until filled.

**HOW TO APPLY**

Send letter of interest and resume to:  
 Pamela M. Foster, Court Executive Officer  
 Inyo County Superior Court  
 301 W. Line Street  
 Bishop, CA 93514  
 (760) 872-6728  
 pamela.foster@inyocourt.ca.gov