

A photograph of the Orange County Courthouse, a large, modern building with a glass and steel facade. The building is surrounded by landscaping, including palm trees and purple flowers. A sign in the foreground reads "ORANGE COUNTY COURTHOUSE".

Orange County Superior Court
Invites Applications For:

SUPERIOR COURT COMMISSIONER

Apply by October 15, 2018

www.occourts.org/employment



*Superior Court of California, County of Orange
Committed to Justice*

The Court

The Orange County Superior Court is the third largest court of general jurisdiction in California with a total of 124 judges and 11 commissioners. We have courthouses throughout the county, including locations in Orange, Westminster, Fullerton, Newport Beach, and Santa Ana. We have a staff of about 1,400 and an operating budget of nearly \$200 million. The Court's Judges, Commissioners and employees are recognized for their high standards of achievement, integrity, and diversity. The Court is committed to ensuring equal access to court services and enhancing public confidence in the court system.

Position Summary

Superior Court Commissioners perform subordinate judicial duties as authorized by law, including conducting hearings, making findings, and issuing



Lamoreaux Justice Center

orders in Civil, Criminal, Family, Child Support, Juvenile, Small Claims, and Traffic matters. Upon agreement of the parties, Superior Court Commissioners may serve as Temporary Judges. Superior Court Commissioners may be assigned to any Orange County Superior Court location. Calendar assignments may include:

- Traffic: conduct arraignments and trials.
- Small claims and other civil matters, including unlawful detainers: hear motions and conduct trials.
- Criminal: conduct arraignments, handle a pre-trial calendar, and preside over misdemeanor or infraction trials.
- Family Law: conduct child support calendars, including OSC's and contempt.



Harbor Justice Center



West Justice Center

- Juvenile Delinquency: conduct detention hearings, pre-trials, jurisdictional hearings, and probation violation hearings.
- Juvenile Dependency: conduct initial detention hearings, ex parties, law and motion, dispositional hearings, and permanency planning for long-term foster care, guardianship, and adoption.

Ideal Candidate

Candidates must be active members in good standing with the State Bar of California and must have been admitted to practice law in California for at least ten (10) years. Persons seeking appointment as a Superior Court Commissioner must demonstrate relevant legal experience as deemed sufficient by the judges of the Court. Superior Court Commissioners may not engage in the private practice of law.



North Justice Center

Compensation & Benefits

This position is compensated at approximately \$14,579.13 monthly. In addition, benefits include:

Retirement: Eligible new employees hired will be enrolled in a defined benefit retirement plan referred to as Plan T (1.62% at 65 formula). New employees who were employed by an OCERS employer (or reciprocal agency) prior to January 1, 2013, have less than a six (6) month break in service between employment in an OCERS (or reciprocal) agency and employment in the Court, and establish reciprocity are required to select from two other retirement plans. (Plan J or Plan P.) See www.ocers.org

Social Security: The Court does not pay into Social Security.

Insurance Plans: Medical, dental, vision, EAP, life, accidental death and dismemberment, and short and long term disability insurance is provided by the Court (employees contribute toward health insurance and pays 100% of the vision insurance).

Optional Benefit Plan (OBP): The Court provides up to \$4,500 per calendar year (pro-rated for new employees) which can be received as cash (taxable) or allocated to several benefits.

Leave: The Court provides vacation accruals and sick leave based on years of service.

Holidays: Thirteen (13) paid holidays annually.

Deferred Compensation Plans: Optional deferred compensation 457 & Roth 457 Deferred Contribution Plans are available.

Educational Reimbursement: The Court reimburses up to \$3,500 per year tuition for approved, courses, subject to availability of funds.

Selection Process

Applicants must submit an Orange County Superior Court Commissioner Personal Data Questionnaire and professional resume by 5:00 p.m. PST on Monday, October 15, 2018. The Personal Data

Questionnaire may be obtained by visiting <http://www.occourts.org/employment>, by coming to the Human Resources Department located on the 2nd floor of the Central Justice Center, 700 Civic Center Drive West, Santa Ana, CA 92701, or emailing HRStaffing@occourts.org.

Judges serving on the Court's Executive Committee will evaluate the applications. The most qualified applicants will be invited to participate in interviews with Judges of the Orange County Superior Court. Final selection will be made by a majority of the Judges of the Orange County Superior Court.

Factors that may be considered in evaluating candidates include: knowledge of legal principles, statutes and case law; analytical and oral/written communication skills; integrity; and temperament.

A thorough background check will be conducted, including but not limited to work experience, driving record, criminal record, involvement in civil or other litigation, and financial/credit information.

Personal Data Questionnaires and professional resumes may be mailed, hand delivered, or transmitted by facsimile to the attention of:

Ernest Montoya
Orange County Superior Court
Human Resources Department
P.O. Box 1994
Santa Ana, CA 92702-1994
Telephone: (714) 622-7735
Fax: (714) 647-4881
Email: emontoya@occourts.org

