



Superior Court of California  
County of Lake  
Courthouse  
255 North Forbes Street  
Lakeport, California 95453-4759  
(707) 263-2374  
*An Equal Opportunity Employer*

KRISTA D. LEVIER  
\_\_\_\_\_  
CLERK OF THE COURT  
JURY COMMISSIONER  
\_\_\_\_\_

**IS RECRUITING  
For  
COMMISSIONER**

**FINAL FILING DATE:** December 7, 2015 at 5:00 pm (POSTMARKS NOT ACCEPTED) **Applications and responses to the Supplemental Questions must submitted by this date to: Krista LeVier, Court Executive Officer, 255 N. Forbes Street, Lakeport, CA, 95453. Envelopes should be marked CONFIDENTIAL.**

The Superior Court of California, County of Lake is now accepting applications for the position of Commissioner. The current vacancy is a .7 Full-Time Equivalent position. This time base may increase or decrease dependent upon court funding.

**DEFINITION**

Under the general direction of the presiding judge of the Superior Court, the Court Commissioner hears all matters assigned by the judges and, when necessary, agreed to by the parties in a court proceeding.

**CLASS CHARACTERISTICS**

This is an at-will position, reporting directly to the presiding judge and is regarded as a management position.

**EXAMPLES OF DUTIES** (*illustrative only*)

Duties may include, but are not limited to, the following:

1. Conducts hearings and trials on matters in probate, family law, including Title IVD child support, civil short cause, small claims, juvenile (delinquency and dependency) and traffic.
2. 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.
3. Arraigns defendants; grants continuances; hears, reviews and rules on or determines a variety of petitions, motions, and other actions; takes evidence from concerned parties and other witnesses; makes or recommends appropriate court orders, and judgments; accepts pleas and imposes sentences. Sets cases for hearings and trials, and presides over court and jury trials.
4. Performs the functions of a referee of the Juvenile Court as prescribed by Welfare and Institutions Code Section 248.
5. Presides over proceedings involving such matters as traffic arraignments, hearings and trials of infractions and misdemeanors. Presides over proceedings in civil, unlawful detainer, and small claims actions.
6. Attends to administrative duties.
7. Performs other duties as required.

## **QUALIFICATIONS**

### **Education and Experience:**

Active member in good standing of the State Bar of California for a period of at least ten (10) years prior to appointment, or in any state and California for a combined period of not less than ten (10) years, unless inactive membership due to previously holding the position of judge, referee, or commissioner. Desirable experience includes prior judicial experience and experience in Title IVD child support matters.

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

Knowledge of: Legal principles and precedents as applied to judicial procedures. Knowledge of the judicial system, including but not limited to family law, criminal law, juvenile law and civil law, codes, statutes, California Codes such as Vehicle, Penal, Evidence, Civil, Civil Procedure and Code of Judicial Conduct; and procedures related to the acceptance of pleas, rulings, sentencing and disposition of criminal cases; court procedures, protocols and calendaring practices.

Ability to: Objectively analyze and interpret legal issues, principles and arguments; direct and control courtroom proceedings in a decisive, orderly and equitable manner; communicate orally and in writing in a concise and effective manner; exercise appropriate judicial temperament and demeanor; effectively handle pressure in difficult and unexpected situations by responding in a calm and rational manner and assist in developing Court policy and procedures. Meet the education and training requirements established in California Rules of Court, Rules 5.340, and 10.462-10.469.

### **Physical Demands:**

Most positions are primarily desk jobs which may require sitting for long periods of time. Physical demands include occasional lifting and/or moving up to 50 pounds, standing, walking, some stooping, bending, and squatting.

### **Special Requirements:**

United States citizenship.

Note: Commissioners may not practice law during tenure and must comply with the Canons of Judicial Ethics.

A California driver's license requirement will be reviewed on a position basis in accordance with ADA regulations.

### **Working Conditions:**

- Attend meetings outside of normal working hours.
- Work occasional evening and weekend hours.
- May be required to travel to branch offices and statewide as necessary.
- Environment is generally clean with limited exposure to conditions such as dust, fumes, odors, or noise.

**This is not a complete statement of essential functions, responsibilities or requirements.**

### **FLSA Status:**

Exempt

## SALARY

\$112,479 Annually

\*Note the salary is based on 85% of the judicial salary for a 1.0 Full-Time Equivalent position.

## EMPLOYEE BENEFITS

PERS retirement plan integrated with Social Security, subject to the pension reform legislation; generous contribution toward employee health, dental, vision, and life insurance coverage (typically covers employee coverage in full); paid time off includes vacation, sick leave and court holidays.

## SELECTION PROCEDURE

Application forms may be obtained from the Court's website [www.lake.courts.ca.gov](http://www.lake.courts.ca.gov) or the Court Clerk's office at either court location: 255 North Forbes Street, 4<sup>th</sup> Floor, Lakeport, California or 7000 A South Center Drive, Clearlake, California.

All applicants must submit a completed Superior Court of California, County of Lake, application form and responses to the Supplemental Questions. It is not acceptable to complete the application with statements such as "see resume" or "see attached." Resumes may be submitted in addition to the application form; however they will not be accepted in lieu of the application form. **THE FINAL FILING DEADLINE IS 5:00 pm, December 7, 2015.** Applications and Supplemental Question responses must be received by the Court Executive Officer at 255 North Forbes Street, Lakeport, California by that time. **Postmarks will not be accepted.**

Applications and Supplemental Question responses will be evaluated to select the best-qualified candidates to continue in the selection process. The candidates invited to continue in the selection process will be required to participate in oral interviews and/or other testing.

Employment with the Superior Court is contingent upon passing a comprehensive background check which includes, but is not limited to, reference checks, verification of prior employment/education, fingerprinting and a Department of Justice records check. Before appointment candidates must provide documents evidencing identity and authority to work in the United States.

Please notify the court prior to the final filing date if accommodation due to disability is needed during the selection process by calling (707) 263-2374 x2263. The court reserves the right to require medical documentation concerning the need for reasonable accommodation.

Supplemental Questions: Commissioner  
Recruitment November 2015

1. Describe your personal background, character, personality traits, professional and life experiences, education, training, and/or skills which make you qualified and suitable to act as a commissioner.
2. What role can an attorney or commissioner play in making our society a better place? Relate any personal or professional efforts you have made in this regard.
3. Why do you want to be a commissioner? What would you seek to accomplish if appointed?
4. What professional accomplishment are you most proud of?
5. How would you describe your personality?
6. Describe in detail your experience, if any, in the following areas of law-related work:
  - a. Civil law (including small claims, and unlawful detainer).
  - b. Criminal law.
  - c. Juvenile, family(including Title IV child support) or probate law.
  - d. Corporate and/or transactional law.
  - e. Litigation (trial and/or appellate).
  - f. Administrative.
  - g. House or staff counsel.
  - h. Legislative.
  - i. Other law-related work (specify).
7. Within the past five years, approximately what percentage of your law-related work has been devoted to the following:
  - a. Litigation.
  - b. Administrative.
  - c. Legislation.
  - d. Alternate dispute resolution, including arbitration or mediation.
  - e. Teaching.
  - f. Other law-related work (specify).
8. In the past five years, describe how frequently you have done the following on behalf of a client (approximate times per month, on average):

- a. Appeared in federal trial and/or appellate court.
- b. Appeared in state trial and/or appellate court.
- c. Appeared before an administrative law judge, or other tribunal.
- d. Appeared before a board, commission, panel, legislative committee, or other body.
- e. Participated in an alternative dispute resolution proceeding.
- f. Participated in any other judicial or quasi-judicial proceeding.

9. For your entire career, state the number of cases you have tried to verdict or judgment in federal or state trial courts.

10. For the trials identified in the preceding answer that occurred in the last five years, provide the following additional detail (if more than five trials in the last five years, limit your response to the five most recent trials): (1) case name, (2) case number, (3) court, (4) trial date, (5) type and brief description of the case, (6) the party that you represented, (7) the judge, (8) the names, current addresses and phone numbers of counsel for the other parties, (9) the names, current addresses and telephone numbers of co-counsel, if applicable, and (10) whether it was a jury or non jury trial.

11. For the past five years, list the five most significant matters you have resolved without trial (e.g., by dispositive motion, settlement, negotiation). For each matter, provide the name of the entity or tribunal involved, case name, type and description of case, dates involved, party you represented, name of the judge or other decision maker, resolution or disposition, names, current addresses and telephone numbers of counsel for the other parties, and the names, current addresses and telephone numbers of co-counsel, if applicable.

12. For your entire career, list the ten most significant matters you have handled as counsel (which may include one or more of the matters listed in your response to the preceding questions and may include trials, arbitrations, mediations, or cases that were resolved before trial). For each matter, provide the name of the entity or tribunal involved, case name, type and description of case, dates involved, party you represented, name of the judge or other decision maker, resolution or disposition, names, current addresses and telephone numbers of counsel for the other parties, and the names, current addresses and telephone numbers of co-counsel, if applicable.

13. Provide legal citations to all reported cases or decisions identifying you as a counsel of record.

14. To the extent not listed above, provide one or two examples of the most significant law related activities on which you have worked in the last five years that did not involve an actual "case or controversy" (e.g., policy work, legal research and/or writing, committee or task-force work, public speaking, mentoring, a corporate transaction, bar activities, etc.).

#### **JUDICIAL OR QUASI-JUDICIAL EXPERIENCE**

15. Are you currently serving as a judicial officer or quasi-judicial officer:

a. Identify your judicial or quasi-judicial position: \_\_\_\_\_

i. Were you appointed? Yes \_\_\_\_\_ No \_\_\_\_\_

Date of appointment: \_\_\_\_\_

ii. Were you elected? Yes \_\_\_\_\_ No \_\_\_\_\_

Date of your election: \_\_\_\_\_

16. If you have served as a judicial officer or quasi-judicial officer, provide the following information:

a. The dates you served as a judicial or quasi-judicial officer.

b. Your duties.

c. List ten significant cases in which you presided as the judicial officer or quasi-judicial officer. For each case, provide the case name and number, a brief description of the case, the dates involved, and the names, current addresses and telephone numbers of counsel for the parties. Furnish a copy of any opinions, orders or decisions that you rendered in those cases that included substantial discussion of legal issues.

17. Describe the nature and extent of your service, if any, as a judge pro tem, arbitrator, mediator or neutral. Describe the more significant cases and identify the counsel involved, including names, current addresses and phone numbers, and dates of your service.