

SANTA CRUZ SUPERIOR COURT



APPLICATION MATERIALS

Applications are available on our website: <https://www.santacruz.courts.ca.gov/general-information/employment>. For additional information please email the court at hrinfo@santacruzcourt.org or call (831) 420-2275. The hearing impaired TDD# is (831) 429-5514. Application packets can be emailed to hrinfo@santacruzcourt.org or to the following address:

Superior Court of California,
County of Santa Cruz
Human Resources Department
701 Ocean Street, Room 110
Santa Cruz, CA 95060

Selection

Only those candidates who submit a completed application packet (application, resume and answer to supplemental questions) by **5 p.m. on January 31, 2022**, and who meet the minimum qualifications will be invited to a formal interview. The court reserves the right to use other screening methods for this recruitment as appropriate.

Job Recruitment

Court Commissioner

About the Position

The Superior Court of California, County of Santa Cruz is seeking highly qualified candidates to fill one vacancy for a full-time Court Commissioner.

Under the general direction of the Presiding Judge and Executive Committee, a Court Commissioner performs various subordinate judicial officer functions, including conducting hearings, making findings, and issuing orders. The types of cases and hearings that may be assigned include arraignments and dispositions, and traffic matters. In addition, commissioners may be assigned to hear other matters as necessary and to do other work as required.

Requirements

Applicants must be active members in good standing with the State Bar of California and have experience practicing law in California for at least ten years. Incumbents cannot engage in the active practice of law during employment with the court in this capacity.

COVID-19 VACCINATION REQUIREMENTS: Applicants must be fully vaccinated against COVID-19 as defined by the Center for Disease Control or have a valid medical or religious exemption approved by the Court's Human Resources Division.

LICENSE REQUIREMENTS: Possession of a valid California Class C Driver's License, or the ability to provide suitable transportation, which is approved by the appointing authority, is required for some positions.

Submission to a background investigation is required upon conditional offer of employment.

Distinguishing Characteristics

The incumbent of this position is required by law (Government Code Section 72190) to possess the same qualifications as a Superior Court Judge and serve under the direction and at the pleasure of Superior Court Judges. Incumbent must also abide by all the Personnel Policies of the Santa Cruz Superior Court.

Commissioners may be assigned to work in any of the Santa Cruz Superior Court's locations. The position will require a commitment of at least 40 hours per week.

Typical Tasks

Conducts traffic infraction arraignments; conducts traffic trials; conducts juvenile traffic court; may hear and determine criminal infraction and misdemeanor matters within assigned jurisdiction; hears and determines other matters as necessary.

Knowledge of

Thorough knowledge of:

- The California court system; state and local rules of court; legal principles, case precedents, rules of evidence, and trial procedures.
- Legal principles.
- Ability to conduct legal research
- Traffic and criminal procedures.
- Courtroom procedures.
- Rules of evidence.



About the Court

The Superior Court of Santa Cruz County's mission is to preserve and protect the rights and ideals of society through the interpretation and enforcement of the law and provide equal access to justice through quality service to the community. It is also the mission of the court to treat all persons in the judicial system with dignity and respect.

The Superior Court of Santa Cruz County has established a reputation as a leader in innovative court programs and as an organization committed to providing high-quality public service. The court consists of 12 judges, one commissioner, and approximately 130 staff, with an annual budget of approximately 20 million dollars.

There are three court locations in Santa Cruz County: the main courthouse near downtown Santa Cruz, the Watsonville courthouse in downtown Watsonville, and the juvenile courthouse in the small, rural town of Felton.

About Santa Cruz

Santa Cruz County has 249,705 residents and is situated at the northern tip of Monterey Bay, 65 miles south of San Francisco, 35 miles north of Monterey, and 35 miles southwest of the Silicon Valley. Its natural beauty is present in the pristine beaches, lush redwood forests, and rich farmland. It has an ideal Mediterranean climate with low humidity and sunshine 300 days a year. There are four incorporated cities within Santa Cruz County. The two largest cities in the County are Santa Cruz (population 64,522) and Watsonville (population 53,800). Santa Cruz County is the Gateway to the Monterey Bay National Marine Sanctuary, has 29 miles of beaches and includes six state parks and six state beaches. Its quaint shops and restaurants, coupled with many cultural and recreational activities (sailing, fishing, golfing, tennis, hiking, mountain biking, surfing) provide a wealth of leisure activities.



Ability to

Objectively analyze and interpret legal issues and arguments, weigh evidence, draw inferences, and reach logical and legal conclusions, work under various time constraints and exacting professional standards; exercise appropriate judicial temperament and demeanor; direct and control courtroom proceedings in a decisive, orderly and equitable manner; use relevant computer programs, including legal research, support calculation and word processing software; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with judges, attorneys, and other court and county staff.

Working Conditions

The work environment is professional, generally clean inside buildings with limited exposure to dust, fumes, odors, and noise. Incumbents will be working under sometimes difficult and stressful conditions, with frequent deadlines and expectations to produce high-quality work under limited time constraints. The ability to work independently as well as closely with others is required.

Compensation

The position of Court Commissioner is classified as salaried full-time employment and is compensated according to the following annual pay range:

\$190,254.74/Annual

The court offers a generous benefits package, including life insurance, a choice of health plans, dental and vision plans, membership in the California Public Employees Retirement System (CalPERS), paid holidays, a retiree health program and paid time off. Employees pay a portion of their own PERS retirement. Please contact the Court's Human Resources Department if you would like more specific benefits information.

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The Superior Court of Santa Cruz County is an equal opportunity employer. Equal employment opportunity will be afforded to all qualified applicants or employees with respect to compensation and terms and conditions of employment, including hiring, training, promotion, transfer, discipline, and termination.

SUPPLEMENTAL QUESTIONNAIRE

COURT COMMISSIONER

Applicants for the position of Court Commissioner must complete the following supplemental questions in addition to submitting an application and resume. Your responses will help provide information about your experience and background related to this position and will be used in the selection process.

Please type or print your responses to the following questions. Please be concise and specific yet thorough enough to convey your capabilities. Neatness, clarity of expression, and ability to follow instructions will be considered in the evaluation process.

QUESTIONS:

1. Describe in detail your experience, if any, in the following areas of law-related work:
 - a. Civil law.
 - b. Criminal law.
 - c. Juvenile, family 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).
2. Describe the nature and extent of your service, if any, as a judge pro tem, arbitrator, mediator or neutral.
3. If you are now an owner, officer, director, manager or supervisor of any business enterprise (whether for-profit or non-profit), identify the name of the enterprise, nature of the business, the title of your position, nature of your duties, term of your service, and whether you intend to resign the position immediately upon your appointment.
4. List all organizations, boards, clubs, associations, or other groups in which you have been a member. Regarding those organizations, identify the titles and dates of any offices you have held or committees on which you served.
5. As an attorney or judicial officer, have you ever been disciplined or cited for a breach of ethics or unprofessional conduct by, or been the subject of a complaint to, any court, administrative agency, bar association, disciplinary committee or another professional group?
6. For your entire career, list the ten most significant matters you have handled as counsel. For each matter, provide the name of the entity or tribunal involved, case name, type and description of the 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. Then, in a sentence or two, please explain why you believe each case is significant.
7. Please list five professional references (name, current address, telephone and/or cell number, email address, and a short one-sentence description of your relationship to the reference).