



**SUPERIOR COURT OF CALIFORNIA, COUNTY OF RIVERSIDE**  
invites applications for the position of:

# Court Commissioner

An Equal Opportunity Employer

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**SALARY:** \$182,410.80 - \$182,410.80 Annually

**OPENING DATE:** 06/11/21

**CLOSING DATE:** 07/09/21 04:00 PM

## **WELCOME:**

**This recruitment will fill current vacancies in Riverside, CA, Murrieta, CA and Indio, CA (with possible coverage in Blythe, CA as needed) and establish an eligibility list for future countywide vacancies.**

If you are looking for rewarding work or to build a successful career in the judiciary, the Riverside Superior Court is the place for you!

We have an opportunity for a Court Commissioner in Riverside County.

We are seeking motivated, fair and detail-oriented individual(s) who will perform various judicial functions as prescribed by law or conferred by the court. The ideal candidate must be an active member in good standing of the California Bar for a period of at least ten (10) years prior to appointment, unless inactive membership due to previously holding the position of judge, referee or commissioner. Applicants with less than ten (10) years membership in the California Bar may request an exemption pursuant to Section 6.660(b) of the California Rules of Court. Persons seeking appointment, as a Court Commissioner must demonstrate relevant legal experience as deemed sufficient by the Judges of the Court.

For a complete list of the essential duties as well as salary and benefits information, please refer to the [job description](#).

## **ABOUT THE RIVERSIDE SUPERIOR COURT:**

Riverside is the fourth largest county in California and the 10th largest in the United States. There are fourteen court facilities spanning 7,300 square miles that serves Riverside's 2.4 million residents. The courts and its employees hold a unique role in the public sector. The mission of the Riverside Superior Court is, "...in a fair, accessible, effective, and efficient manner, resolve disputes arising under the law and interpret and apply the law consistently, impartially, and independently to protect the rights and liberties guaranteed by the Constitutions of California and of the United States."

## **COMPETITIVE COMPENSATION PACKAGE:**

At Riverside Superior Court, we reward hard work and dedication!

We offer:

- Annual merit increases for satisfactory job performance
- A robust benefit plan including medical, dental, vision, disability and life insurance
- A pension plan provided by the California Public Employer's Retirement System also known as CalPERS. You will contribute between 7% and 8% of your biweekly pay, depending on your membership status
- Optional deferred compensation programs
- Generous leave accruals
- Thirteen (13) paid holidays
- Bereavement leave
- Tuition discounts

### **Essential Employment**

Court operations are considered essential for our constitutional form of government in providing due process and protecting the public. Therefore, all Court employees are considered essential employees as they deliver statutorily mandated, time-sensitive and emergency services in times of local, state and national emergencies. This position is not eligible for full-time teleworking.

### **Public Safety**

The Superior Court of California, County of Riverside continues to follow all California Department of Public Health/ CalOSHA guidelines, and state and local public health orders to ensure the safety of all court users, judicial officers and employees while balancing access to justice during the COVID-19 pandemic.

The court has implemented various programs and policies that aim to achieve a balance between protecting the health and safety of our employees and delivering statutorily mandated essential services. This includes the required use of face coverings, with limited permissible exceptions, personal protective equipment offered at entrances, inside courtrooms, and other high-traffic areas, enhanced disinfection and cleaning of facilities and high-traffic areas, and by offering remote technology options for court users that promote social distancing by both reducing the number of people appearing in person and allowing for some telework opportunities for employees.

Pursuant to current health guidelines and state regulations the court has implemented various programs and policies that aim to achieve a balance between protecting the health and safety of our employees and delivering statutorily mandated essential services. This includes the required use of face coverings with limited permissible exceptions, personal protective equipment offered at entrances, inside courtrooms, and other high-traffic areas, enhanced disinfection and cleaning of facilities and high-traffic areas, and by offering remote technology options for court users that promote social distancing by both reducing the number of people appearing in person and allowing for telework opportunities for employees where operationally feasible.

### **APPLICATION PROCESS:**

All applicants are required to submit a completed online application and supplemental questionnaire. To learn more about how to create an application, click [HERE](#).

***Résumés will not be accepted in lieu of the required application and supplemental questionnaire.***

Human Resources will review applications to identify candidates who meet the minimum qualifications; therefore, it is to your benefit to include all **current and previous** related work experience. When listing Court experience, please include dates and classification of each position held, if more than one.

### **SELECTION PROCEDURES:**

Step I: All applications will be reviewed to identify candidates who meet the minimum qualifications; those qualified candidates will be referred to step II in the selection process.

Step II: All applicants who meet the minimum qualifications will be reviewed by the Selection Committee. Successful candidates may be invited to participate in the examination process.

Step III: Those candidates that are successful in the previous step may be invited to an oral interview. Those candidates who are successful in the interview (weighted 100%) may be placed on the eligible list. Placement on the eligible list is not a guarantee of employment.

### Status Notifications

You will be notified by email and/or text message during the process of this recruitment through governmentjobs.com. Please check your email spam/junk folders and accept emails ending with governmentjobs.com and riverside.courts.ca.gov. If your information changes, please update your profile at www.governmentjobs.com.

### Reasonable Accommodations

Riverside Superior Court provides reasonable accommodations upon request for applicants with disabilities. Please contact the Human Resources Department at 951-777-3017 or HR@riverside.courts.ca.gov if you feel you will need an accommodation for any aspect of the selection process. The Human Resources Department requests that it be advised of special needs **at least five days prior** to the examination so that a reasonable accommodation may be made.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://courtjobs.com>

Job #21CTCOMM - 01  
COURT COMMISSIONER  
RT

OUR OFFICE IS LOCATED AT:  
4050 Main Street  
Riverside, CA 92501  
(951) 777-3017  
[hr@riverside.courts.ca.gov](mailto:hr@riverside.courts.ca.gov)

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## Court Commissioner Supplemental Questionnaire

- \* 1. Briefly summarize your educational background (including institution and degrees), military service, current employment and professional experience in criminal, civil, family law, juvenile, and probate matters including experience in the following areas: (a) court and jury trials; (b) law and motion practice; and (c) other areas you deem appropriate. (bulleted entries are encouraged)
- \* 2. Briefly describe the five most significant matters you have handled in the past five years, with/without going to trial (e.g., by dispositive motion, settlement, negotiation, or as a supervisor). For each matter provide the case name and number, name of the judge or other decision-maker, and the name and contact information of opposing counsel or co-counsel, if applicable. Please limit your description to a few sentences for each matter.
- \* 3. 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., volunteer work, policy work, legal research and/or writing, committee or task-force work, public speaking, mentoring, a corporate transaction, bar activities, etc.).
- \* 4. Describe the nature and extent of any free legal services you have provided to non-profit organizations, indigent individuals or others. Please include the name and contact number

of any organization.

- \* 5. Describe your service, if any, as a judge pro tem, arbitrator, mediator or neutral, including frequency of service, location, type of calendar handled and any pro tem training program you have attended. Describe your experience in dealing with pro se litigants.
- \* 6. List all organizations, boards, clubs, associations or other groups in which you have been a member or volunteered on behalf of. Regarding those organizations, identify the volunteer work, titles and dates of any offices you have held or committees on which you served and describe the nature of your participation.
- \* 7. In seeking candidates for the position of court commissioner, the committee considers qualities including but not limited to, humility, decisiveness, legal experience, integrity, temperament, empathy, work ethic, intellect, and diversity of life experience. With these qualities in mind, describe your personal background, character, personality traits, professional and life experiences, education, training, and/or skills which make you qualified and suitable for a court commissioner's position and which you believe enrich your ability to serve as a court commissioner.
- \* 8. While the Presiding Judge does make efforts to assign Judges/SJO's to court locations close to their homes, a Court Commissioner can be assigned to any location within the county. Are you willing to accept an assignment anywhere in the county? (Locations include Riverside, Moreno Valley, Corona, Temecula, Murrieta, Hemet, Banning, Indio and Blythe) If not, please identify the locations to which you are not willing to be assigned and any reasons you would like the committee to consider. Applications from this recruitment may be used to fill a vacancy in Indio. The successful candidate selected to fill the Indio assignment may include rotational assignments to the Blythe Courthouse. If you did not indicate Indio as a location for exclusion in the previous question, you understand that if selected for Indio, your assignment may include rotations to Blythe?
- \* 9. Describe your connections, if any, with the Inland Empire including, but not limited to, family connections, schooling, employment or connections to Riverside's diverse communities.
- \* 10. Applicants with less than ten (10) years membership in the California Bar may request an exemption pursuant to California Rule of Court 6.660(b). Are you requesting an exemption pursuant to California Rule of Court 6.660(b)?  
 Yes    No
- \* 11. If answering "yes" to the previous question, please provide detailed reason(s) why you qualify for an exemption.
- \* 12. Describe any aspects of your personal, business, educational, professional conduct or background, which might reflect adversely on you or the Riverside Superior Court or might create a conflict of interest which you believe should be disclosed to the hiring committee in connection with your application for a court commissioner's position.

\* Required Question