



**SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN  
DIEGO (CA)**  
invites applications for the position of:

## **Commissioner**

**SALARY:** \$196,518.40 Annually

**OPENING  
DATE:** 01/25/23

**CLOSING  
DATE:** 02/24/23 05:00 PM

### **SUMMARY:**

**COMMISSIONER  
Examination No. 23-013**

San Diego Superior Court is seeking qualified candidates for the position of Commissioner. The eligible list of candidates resulting from this recruitment will replace the existing list, and may be used to fill current and future Commissioner vacancies as they occur.

Commissioners may be assigned to work at any of the San Diego Superior Court locations: Downtown San Diego; Kearny Mesa; North County (Vista); East County (El Cajon); and South County (Chula Vista).

There is currently one vacancy at the North County Courthouse.

### **JOB SUMMARY**

Under general direction of the Presiding Judge, a Commissioner performs various subordinate judicial officer functions, including conducting hearings, making findings and issuing orders. The types of cases and/or hearings that may be assigned include arraignments and dispositions, small claims, family law, child support, juvenile law, traffic, and unlawful detainer matters.

Employees in this at-will position serve at the pleasure of the court, are governed by the San Diego Superior Court Personnel Rules, and must comply with the judicial education requirements applicable to any assignment in which they serve.

The IDEAL CANDIDATE should have the following:

**THOROUGH KNOWLEDGE OF:**

The California court system; state and local rules of court; legal principles, case precedents, rules of evidence, and trial procedures.

**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.

**MINIMUM QUALIFICATIONS**

Applicants must be current active members in good standing with the State Bar of California **AND** admitted to practice law in California for at least ten (10) years.

**HOW TO APPLY**

Qualified individuals must submit an online San Diego Superior Court application. Please visit the court's website at <http://www.sdcourt.ca.gov>. From the **General Info** tab, click on the "Employment" link. At the **Job Opportunities** page, click on the position that you are interested in and then click on the "Apply" button.

**Please include the following REQUIRED information and documents in your online application:**

- 1. List of references (including addresses and contact information) in the "References" section;
- 2. Résumé, attached as a Word or PDF file in the "Attachments" section; **AND**
- 3. Copy of your current California State Bar card indicating "Active" status, attached as a JPEG or PDF file in the "Attachments" section.

New users of the NEOGOV online application system will need to set up a job applicant user account.

**FILING DEADLINE**

Online applications will be accepted until **5:00 p.m. on Friday, February 24, 2023**. Paper application forms will not be accepted for this recruitment.

**EVALUATION AND SELECTION**

Qualified candidates will be placed on the Commissioner eligible list based on an evaluation of information contained in the online application (including any attachments). Only candidates whose qualifications best meet the needs of the court will be invited to participate in selection interviews.

Placement on the eligible list does NOT guarantee that all candidates will be invited for an interview.

NOTE: Selectees are subject to a background check prior to appointment to a position. Commissioners may not engage in private practice.

*The provisions of this job bulletin do not constitute an implied or expressed contract, and any provisions contained in this bulletin may be modified or revoked at any time. The requirements stated represent only the minimum required to file an application. Meeting the listed requirements does not guarantee an applicant will qualify.*

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.sdcourt.ca.gov>

Position #23-013  
 COMMISSIONER  
 CA

San Diego Superior Court Human Resources  
 500 Third Avenue  
 Chula Vista, CA 91910  
 (619) 746-6000

[CourtHR@sdcourt.ca.gov](mailto:CourtHR@sdcourt.ca.gov)

### Commissioner Supplemental Questionnaire

- \* 1. Before completing the Supplemental Questionnaire, please be sure to review the job bulletin to become familiar with the qualifications for this position. If you do not meet these qualifications, do not apply.

Please answer the following questions thoroughly and completely. The information you provide may be used to determine your eligibility to continue in the examination process; used to evaluate your education, training and experience; and/or provided for review during the selection process.

**Wherever specific information is requested, it must be stated. Statements such as "See Resume" or "See Application" are not acceptable responses. Sections which are not applicable to your particular qualifications should be marked "N/A" to indicate that they have not been overlooked.**

Please check the box to confirm that you have read the instructions.

- \* 2. Have you been admitted to practice law in California by the State Bar for at least ten years?  
 Yes    No

- \* 3. Are you a current active member in good standing with the State Bar of California?  
 Yes    No

4. If you answered NO to the question above, please explain:

- \* 5. Please provide your California State Bar card number:

- \* 6. If you have not done so already, please include the following REQUIRED information and materials in your online application:

(1) List of references (including addresses and contact information) in the "References" section;

- (2) Résumé, attached as a Word or PDF file in the "Attachments" section; and
- (3) Copy of your current California State Bar card indicating "Active" status, attached as a JPEG or PDF file in the "Attachments" section.

Please check the box to confirm that you have read the instructions.

- \* 7. With respect to your entire career, specify the number of years of experience you have in the practice of the following:

- (1) Civil litigation;
- (2) Criminal;
- (3) Family law (in general);
- (4) Family law specific to Title IV-D child support enforcement;
- (5) Juvenile delinquency; and
- (6) Juvenile dependency.

*Please number your responses as shown above (1., 2., 3., etc.). Indicate "N/A" for any that you do not have applicable experience.*

- \* 8. With respect to your entire career, specify the number of cases you have **tried to verdict** in courts of record:

- (1) As sole counsel;
- (2) As associate counsel; and
- (3) As lead counsel.

*Please number your responses as shown above (1., 2., 3.). Indicate "N/A" for any that you do not have applicable experience.*

- \* 9. With respect to the number of cases stated above, specify how many were:

- (1) Civil;
- (2) Criminal;
- (3) Jury; and
- (4) Non-jury.

*Please number your responses as shown above (1., 2., 3., 4.). Indicate "N/A" for any that you do not have applicable experience.*

- \* 10. Provide the citations to all reported cases in which you were **counsel of record** in the trial or appellate courts.

- \* 11. With respect to the past ten (10) years, specify the following:

- (1) Percentage of your practice devoted to litigation;
- (2) Frequency of court appearances (times per month on average); and
- (3) Frequency of administrative hearing appearances (times per month on average).

*Please number your responses as shown above (1., 2., 3.). Indicate "N/A" for any that you do not have applicable experience.*

- \* 12. With respect to the past ten (10) years, specify what percentage of your appearances have been in the following:

- (1) Federal courts;
- (2) State courts;
- (3) Administrative agencies; and
- (4) Arbitrations.

*Please number your responses as shown above (1., 2., 3., 4.). Indicate "N/A" for any that you do not have applicable experience.*

- \* 13. With respect to the past ten (10) years, please list the **five most recent cases you have tried to verdict** in courts of record, to include the following:

- (1) Case name and number;
- (2) Type of case;
- (3) Date;
- (4) Name of the court;
- (5) Name of the judicial officer presiding;
- (6) Party represented;
- (7) Whether you were sole, associate or lead counsel; and
- (8) Names, addresses and phone numbers of co-counsel, if applicable.

*Please use a separate paragraph for each case, numbering your responses as shown above (1., 2., 3., etc.) within each paragraph. Indicate "N/A" if you did not have any cases tried to verdict within the past ten years.*

- \* 14. Please describe ten (10) significant litigated cases in which you have appeared as counsel (which may include one or more of the cases listed in response to the question above), to include the following:

- (1) Case name and number;
- (2) Brief description of the case;
- (3) Date;
- (4) Name of the court;
- (5) Name of the judicial officer or arbitrator before whom the case was litigated;
- (6) Whether the case was tried;
- (7) If the case was tried, whether it was before a judicial officer, jury or arbitrator;
- (8) Disposition;
- (9) Whether you were sole, associate or lead counsel;
- (10) Names, addresses and phone numbers of co-counsel, if applicable; and
- (11) Names, addresses and phone numbers of counsel for the other parties.

*Please use a separate paragraph for each case, numbering your responses as shown above (1., 2., 3., etc.) within each paragraph.*

- \* 15. If you lack significant trial experience, describe the experiences or special skills you possess that you believe qualify you for a judicial position.

- \* 16. Describe the nature and extent of your service, if any, as a referee, judge pro tem, arbitrator, or mediator, either privately or through a judicial arbitration program. Please include dates of service.
  
- \* 17. With respect to your service, if any, as a referee, judge pro tem, arbitrator, or mediator, please describe your five (5) most recent cases AND up to five (5) other significant cases. Identify the counsel involved (names, addresses and phone numbers) for each case.

*Please use a separate paragraph for each case.*

- \* 18. If you do not currently hold judicial office, have you ever held judicial office or been a candidate for judicial office? If so, identify the courts involved, whether elected or appointed, dates of service, and dates of candidacy.
  
- \* 19. If you had prior quasi-judicial service, specify the name of the agency, position held, type of matters heard, number of matters adjudicated, and dates of service.
  
- \* 20. If you previously applied to be a Commissioner, please specify the court(s) to which you applied and the date(s).
  
- \* 21. How did you find out about this job opportunity? Check all that apply.
  - San Diego Superior Court Website
  - San Diego Superior Court Judge
  - San Diego Superior Court Employee
  - San Diego Superior Court Internal Email
  - Other Superior Court within California
  - Judicial Council of California
  - Job Interest Card Email
  - GovernmentJobs.com Website
  - San Diego County Bar Association (SDCBA)
  - Other Bar Association within San Diego County
  - Bar Association outside San Diego County

\* Required Question