



The Superior Court of California,  
County of Lassen  
**Court Commissioner**  
**0.25 Part Time**  
Hourly Rate \$55.00

Under limited direction of the Presiding Judge this professional level position performs various judicial functions as prescribed by law or conferred by the court. The power and authority of the court commissioner is specified by statute. The commissioner has the same jurisdiction and exercises the same powers and duties as the judges of the court in Title IV-D family law matters.

**REPRESENTATIVE DUTIES:**

The following duties are typical of those performed in this classification; however, other duties may also be required.

- Presides over proceedings in Title IV-D support cases, and cases filed by the local child support agency to establish paternity and other child support-related matters, as required by Family Code § 4251.
- Acts as a judge pro-tem in matters related to Family Code § 4251, or as a commissioner making findings and recommendations subject to review by a judge of the court.
- Hears and determines requests for orders, takes evidence, hears and reports findings and conclusions to the court.
- Reviews court files, documents, and related materials to assess and recommend disposition on cases prior to and following hearings; prepares court documents, records, reports, correspondence, and other written materials pertaining to case findings.
- Enter judgments or orders based upon voluntary acknowledgments of support liability and parentage and stipulated agreements respecting the amount of child support to be paid.
- Reviews petitions and pleadings pertaining to writs of habeas corpus, and makes recommendations or decisions.
- Maintains timekeeping records as required.
- Attends training as required.

**QUALIFICATIONS:**

Incumbent must be a member of the State Bar of California and must have been admitted to practice law in California for at least 10 years (or, on a finding of good cause, for at least 5 years) which shall include substantial family law experience. Except to the extent permitted by Judicial Council rules, incumbent may not engage in active practice of law during employment with the court in this capacity.

Knowledge of:

- Legal principles and precedents as applied to judicial procedures
- Trial and hearing procedures and rules of evidence in California
- Civil and family litigation and family law computer software programs
- Federal and State laws, rules, and regulations

Ability to:

- Interpret, enforce, and carry out current laws
- Research specified decision issues
- Issue judgments and orders
- Read, understand and interpret relevant laws, rules and regulations
- Analyze legal information, relate it to the law, and reach a sound conclusion; communicate clearly and concisely, both orally and in writing
- Establish priorities and successfully coordinate competing activities
- Efficiently use relevant computer programs including legal research, support calculation, and word processing software
- Establish and maintain effective working relationships with judges, attorneys and other court and county staff

**FILING DEADLINE: September 21, 2018**

It is your responsibility to provide specific, accurate, complete information describing how you meet the minimum qualifications. Qualified applicants are invited to submit an official Lassen County Superior Court application, cover letter, and resume to:

Superior Court of California, County of Lassen  
Hall of Justice  
Attn: Administrative Department  
2610 Riverside Dr  
Susanville, Ca 96130

Applications are available at [www.lassencourt.ca.gov](http://www.lassencourt.ca.gov), OR at the court's administrative department located at the above address.