



The Superior Court of California,  
County of Lassen  
**Court Commissioner /  
Research Attorney**  
Monthly Salary \$6,830 - \$8,301  
Plus benefits

Under limited direction of the Presiding Judge, the Court Commissioner / Research Attorney is a professional level position that performs various judicial functions as prescribed by law or conferred by the court, in addition to legal research activities on behalf of the court by examining, analyzing, and interpreting available information and submitting recommendations for resolving issues before 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 *Court Commissioner* 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.

The following *Research Attorney* duties are typical of those performed in this classification; however, other duties may be assigned or required.

- Reviews and summarizes evidence, procedural history, and legal contentions on matters before the court
- Identifies and analyzes factual and legal issues relevant to the disposition of matters; researches legal authorities and prepares written opinions

- Briefs judges on research and analysis pertaining to matters before the court, identifies and discusses unresolved issues necessary for the disposition of matters, and formulates dispositions
- Responds to judges' inquiries on procedural and substantive issues during trials and hearings; attends and assists at trials and hearings; conducts reviews of documents at the request of judges and court executive officer
- Prepares written pleadings, legal reports, opinions, briefs, appeals, and other legal documents in connection with court calendar, trials, hearings, and other legal proceedings
- May serve as legal adviser to the court judicial officers, management staff or committees on specific matters before the court

**JUDGMENT AND RESPONSIBILITY:**

Incumbents work under general supervision on a set of tasks in accordance with established policies, procedures, statutes, and standards under the supervision of court administration. Incumbents have no responsibility for the work of others. Substantial error in transcription or read back could affect outcomes of a trial or appeal.

**EMPLOYMENT STANDARDS:**

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, which shall include substantial family law experience. 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
- Principles of civil and criminal law, trial procedure, and rules of evidence
- Statutory and constitutional laws of the State of California
- Principles, methods, materials, and practices of legal research and writing

**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
- Present statements of facts and law and argue clearly and logically on behalf of the court
- 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, legal research software, and word processing software
- Establish and maintain effective working relationships with judges, attorneys and other court and county staff

**PHYSICAL REQUIREMENTS:**

This position requires the employee to stand, walk, sit, reach, pull, climb stairs, balance, stoop, kneel, talk and hear sufficiently for communicating in person, by telephone and electronically. This position requires the ability to sit for long periods of time, ability to lift books, files and other office equipment weighing up to twenty (20) pounds. Maintaining proficient dexterity in the use of fingers, hands, limbs and body for the operations of various office equipment including extended periods of time is essential.

**FILING DEADLINE: OPEN UNTIL FILLED**

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.