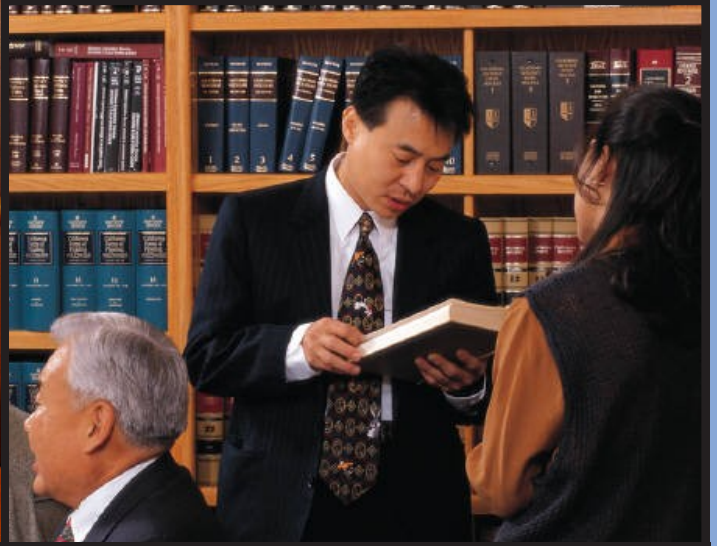


THE SUPERIOR COURT OF CALIFORNIA  
COUNTY OF SAN MATEO

is soliciting applications for the position of

# COURT COMMISSIONER

**Annual Salary: \$181,750**  
plus excellent benefits



**Superior Court of California, San Mateo County** is seeking highly qualified individuals to fill one vacancy for a Court Commissioner. The appointment to this position shall be by the judges of the superior court and shall be under the general direction of the presiding judge.

Pursuant to California Rules of Court, candidates must have been admitted to practice law in California for at least 10 years or, on a finding of good cause by the presiding judge, for at least 5 years.

The commissioner's duties include the subordinate judicial duties set forth in Code of Civil Procedures 259 which include but are not limited to conducting judicial hearings in a broad range of civil proceedings which may include family law, making findings of facts in traffic, small claims, and criminal proceedings and performing other subordinate judicial activities as may be conferred by law or by order of the court.

**The ideal candidate will have:**

- Experience as a hearing officer, judge pro-tem, or mediator
- Knowledge of trial and hearing procedures and rules of evidence
- Knowledge of court calendars
- Demonstrated ability to present statements of law, fact and argument clearly and logically in written and oral form
- Ability to manage a courtroom in a fair, courteous and efficient manner so as to promote respect for the judicial process
- Ability to establish and maintain effective relationships with judicial officers, attorneys, court staff and various governmental agencies
- Experience working effectively with the public, especially in stressful situations
- Ability to work efficiently and with flexibility
- Experience working in and with the citizenry of San Mateo County



# How to Apply

Application materials will include:

- **Cover Letter, which includes**
  - Your name
  - California State Bar Number
  - Date of Admission to the State Bar
  - Law School, Degree Awarded, Date
- **Resume**
- **Responses to Supplemental Questions**

**Application materials must be received no later than 5:00 p.m. on Tuesday, October 1, 2019.**

*Incomplete application materials will not be considered.*

**Please e-mail all application materials to:**

[cachan@smcgov.org](mailto:cachan@smcgov.org)

Christina Chan, Interim Talent Acquisition Manager

A court committee will screen application packets on October 3, 2019 and extend a personal interview to only the most highly qualified candidates as determined by the committee. Panel interviews will be held on November 4, 2019. Finalist interviews are scheduled for November 6, 2019

For questions regarding the positions or the recruitment process please call Christina Chan at (650) 599-1171.

**For more information about the Court please visit**

<http://www.sanmateocourt.org>.



THE SUPERIOR COURT OF CALIFORNIA  
COUNTY OF SAN MATEO

# Supplemental Questions

1. Describe your experience working as an attorney during the past five years, including specific areas of the law, trials and other significant legal practice experience. Cite any relevant cases related thereto. If practicable, please provide a name and telephone number of any person(s) who can be a reference for you regarding your trial/courtroom work.
2. Describe your community or civic service experience. Include the name(s) of the organization, the service provided, the time period, and, if practicable, the name and telephone number of any person(s) who can provide a reference regarding your service.
3. Describe, if applicable, any previous Judge Pro Tem service. Please specify the court, specialty area and time period of service.
4. Please list the names and telephone numbers of three professional references who are not a sitting judge, commissioner or staff in this court.
5. Describe any commendations or disciplines issued by the California or other State Bar. Please include the year of the action.
6. Please provide a sample of your professional legal writing.

