

Pinal County  
Superior Court

Announces the recruitment for the position of

**SUPERIOR COURT  
COMMISSIONER**

Apply by August 19, 2016





### **Superior Court of Pinal County**

The Superior Court of Arizona in Pinal County is part of the state's only general jurisdiction court. The Superior Court may hear and decide a large variety of cases of almost any type except small claims, minor offenses, and violations of city codes and ordinances. Generally, there are two categories of cases heard in Superior Court: criminal and civil. Criminal cases involve a person or entity charged with committing, attempting to commit or engaging in an activity prohibited by law and defined as a crime. Civil cases include all court cases not defined as criminal. They include such matters as disputes between citizens involved in contractual agreements and tort liability, probate matters, divorces, etc. A verbatim record is kept on all proceedings held in the Superior Court.

The Superior Court has original jurisdiction of cases and proceedings in which exclusive jurisdiction is not vested by law in another court. The Superior Court is empowered to hear cases of equity and law involving title to or possession of real property, or the legality of any tax, impost, assessment, toll, or a municipal ordinance; civil claims of \$5,000 or more; felony prosecutions and misdemeanors not otherwise provided for by law; forcible entry and detainer actions; proceedings in insolvency; actions to prevent or abate nuisance; matters of probate; divorce and annulment of marriage; naturalization and the issuance of papers therefore; and special cases and proceedings not otherwise provided for by law. Additionally, the Superior Court is authorized to act as an appellate court, hearing appeals from decisions made in Justice of the Peace and Municipal Courts.

The Superior Court has exclusive original jurisdiction in all proceedings and matters affecting dependent, neglected, incorrigible, and delinquent children under eighteen years old. Through its probation departments, the Superior Court is responsible for supervising adults and juveniles on probation. Currently, there are nine divisions (plus an additional pro tem division) of the Superior Court in Pinal County under the administrative supervision of the Presiding Judge who is appointed by the Chief Justice of the Arizona Supreme Court. The Superior Court in Pinal County has an Administrative Director who assists the Presiding Judge in carrying out administrative duties, such as budget preparation; coordinating the administrative and management activities of the court, its departments and entities; directing the non-judicial activities of the court; and coordinating with the Clerk of the Court to accomplish the prompt and orderly disposition of the court's business.

## **Mission Statement**

The mission of the Superior Court of Arizona in Pinal County is to administer timely and efficient justice with respect and fairness to all parties.

## **The Position**

There are currently two Superior Court Commissioner opportunities available. One is full-time, the other is a part-time position, up to twenty-four (24) hours per week. The person(s) selected for the position(s), upon nomination of the Pinal County Judicial Nominating Commission, shall be selected by and shall serve at the pleasure of the Presiding Judge of Superior Court, following appointment by the Chief Justice. The Superior Court Commissioner(s) shall have duties and powers pursuant to Article 6, section 24 of the Arizona Constitution, A.R.S. § 12-213 and A.R.S. § 12-298. The Superior Court Commissioner(s) shall handle such matters as the Presiding Judge of the Superior Court may from time-to-time assign, with broad coverage responsibility for any matter or calendar of the Superior Court. Additionally, the Presiding Judge shall request of the Chief Justice, Supreme Court of Arizona to designate the appointed Commissioner(s) as a Superior Court Judge *Pro Tempore*, without additional compensation, but with such additional authority as provided by law. The typical work hours shall coincide with the regular hours that the Superior Court is in session, but weekend, evening and rotating holiday coverage shall be reserved for the discretion of the Presiding Judge.

## **Terms, Requirement, and Special Qualifications**

Per A.R.S. § 12-211 (B) to be eligible to serve as a court commissioner a person shall be a United States citizen and a resident of the county in which appointed. The person appointed to this position must also be able to qualify for appointment as a Superior Court Judge *Pro Tempore* and a resident of Arizona for a least five (5) years next preceding appointment, pursuant to Art. 6, sec. 22; Arizona Constitution.

The Superior Court Commissioner(s) shall be appointed for a period of time not to exceed twelve (12) months and may be reappointed for successive twelve (12) month terms. The Commissioner(s) shall be subject to periodic Judicial Performance Review.

- At least thirty (30) years of age.
- Good moral character.
- Excellent organizational, analytical, human relations and communication skills are required.
- Have a broad general background in all phases of law as other duties may require assignment and coverage of any calendar of the Superior Court.
- Must not have any disciplinary matters pending before the State Bar Disciplinary Board or be under any current sanction.
- Must not have any criminal charges pending before any court or serving any supervised or unsupervised probationary term.
- Must complete annual training as required by the Committee on Judicial Education and Training (COJET).
- Admitted to practice law in Arizona for a least five (5) years next preceding appointment.
- Must be a current member in good standing of the Arizona Bar Association.

## **Location of Appointment**

The primary location of this appointment shall be at the Pinal County Courthouse, Florence, Arizona, but the Superior Court Commissioner(s) may be required to travel to other court locations upon direction of the Presiding Judge.

## **Compensation and Benefits**

The person appointed to the full-time position shall be compensated at the rate of 80% of the salary of a Superior Court Judge, or \$116,000.00 per annum.

The person appointed to the part-time position shall be compensated at an hourly rate of \$55.76, benefits shall be subject to proration.

The County provides a generous benefit package that includes:

- Public Retirement Fund - subject to any provision of law relating to the retirement of judges pursuant to A.R.S. §38-801.11(c)
- Medical/Dental/Vision
- 22 days of PTO per calendar year (Leave requests granted at the discretion of the Presiding Judge)
- 10 paid holidays per calendar year
- Deferred Compensation

## **How to Apply**

Interested applicants may go to the [Pinal County Superior Court Administration](#) page to download an application. Applicants must submit the original completed packet to include: a letter of interest, resume, application, and references plus 10 copies of the same. Applicants have the option of submitting the packet in person or by mail.

In person:

Packets shall be placed in a sealed envelope marked: "Superior Court Commissioner" and be received no later than 5:00p.m. August 19, 2016 at Court Administration, Pinal County Superior Courthouse.

By Mail:

Postmarked no later than August 18, 2016 addressed to:

Superior Court in Pinal County

Court Administration Attn: Adrienne Ward

P.O. Box 1748

Florence, AZ 85132

EOE/ADA