

# ARIZONA SUPERIOR COURT IN PIMA COUNTY

## Job Description

**Job Title:** Court Commissioner  
**Job Code:** 0167  
**Pay Grade:** N/A  
**FLSA Status:** Exempt



### **PURPOSE OF CLASSIFICATION:**

Serve as Commissioner regarding matters of probate law and mental health. Preside over emergency hearings in probate, guardianship, conservatorship matters, and civil commitment hearings when presiding probate judge or commissioners are unavailable. Act as Probate Registrar when registrar is unavailable. This position operates under the legal authority granted in ARS 12-213.

### **ESSENTIAL FUNCTIONS:**

- Performs duties to include appointment of guardians and conservators for minors and adults, determinations of testacy and appointment of personal representatives in formal probate hearings, presides over proceedings involving trusts, and monitoring of fiduciaries through regular reviews of accounting and annual reports.
- Reviews court accountings on conservatorships and estates, and annual guardian reports.
- Presides over title 36 mental health proceedings.
- Adjudicates and disposes of minor guardianship caseload as assigned by the presiding probate judge.
- Performs duties that include appointments of guardians for minors, monitoring fiduciaries through the review of annual reports, and conducting show cause hearings for cases involving non-compliance with court orders.
- Trains and supervises assigned support staff regarding probate practices and procedures, and fiduciary case management.
- Presides over emergency hearings in probate, guardianship, and conservatorship matters in the absence of the probate presiding judge.
- Acts as settlement judge for probate matters on stipulation of parties or order of the presiding probate judge.
- Presides over uncontested probate and non-appearance hearings.
- Appoints physicians, attorneys, and investigators in guardianship and conservatorship cases.
- Reviews Fee Waivers/Deferral Applications and signs orders for waivers or deferral of court filing fees.
- Reviews inactive probate, guardianship, conservatorship, and mental health files, and issues minute entry orders for appropriate case disposition.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Must have knowledge of Arizona probate and mental health statutes (Title 14 and Title 36) and significant Arizona probate and mental health case law.
- Must have knowledge of Pima County local probate rules of court, probate forms and procedures, and legal and probate terminology.

- Must have knowledge of basic accounting procedures, case management, case tracking techniques and automated record keeping and tracking systems, compiling data and writing reports.
- Must have skills in legal research techniques, in researching and verifying completeness and accuracy of specific information, deciphering credible from non-credible resources, using creative discernment when reviewing probate documents and files for irregularity.
- Must have knowledge of business English, grammar, punctuation and spelling, report writing, and word processing programs.
- Must have skills in professional interaction with members of the judiciary, and Arizona probate, mental health and elder law community.
- Must have skills in identifying, maintaining and appropriately distributing confidential information.
- Must have skills in planning, scheduling and coordinating activities and appointments to meet deadlines.
- Must have the ability to communicate effectively with court judicial and administrative staff and the general public.

**MINIMUM QUALIFICATIONS:**

A Juris Doctorate from an accredited law school, admitted to practice law in Arizona, a resident of Arizona and a member in good standing with the State Bar of Arizona for five years preceding appointment, and at least five years of experience practicing law in the State of Arizona.

**LICENSES AND CERTIFICATES:**

Must be a current member in good standing of the Arizona Bar Association.

**PHYSICAL DEMANDS/WORKING CONDITIONS:**

Typically performs duties in an office environment and may lift materials and/or equipment 20 lbs or less.

**DISTINGUISHING CHARACTERISTICS:**

This is an unclassified position under the direction of the Superior Court Presiding Judge with direct supervision by the Presiding Probate Judge. The incumbent has no supervisory responsibilities.

Date: 05/02/07

Revised: