

EMERGENCY PROTECTIVE ORDERS (EPO) COMMISSIONER

DEFINITION

Under general direction, the Emergency Protective Orders (EPO) Commissioner serves on an “on call” basis as Commissioner for the Court to issue orally, by telephone ex parte emergency protective orders and orders regarding juveniles, pursuant to Family Code Section 6250 et. Seq., and Welfare and Institutions Code Section 369 (b) or Section 739 (b).

DISTINGUISHING CHARACTERISTICS

The is a special classification which has responsibility for representing the Superior Court of California, County of San Francisco issuing ex parte emergency protective orders and emergency orders during specified non-business hours. The incumbent works on an on call basis performing all work via a telephone. The hours during which the incumbent must be continuously available are 8:00 a.m. each Sunday through 8:00 a.m. each Monday and 4:40 p.m. through 8:00 a.m. the following morning each Monday through Thursday, regardless of holidays. During all of the hours, the incumbent must be continuously available to issue orders, including holidays and whether or not court is in session. The incumbent may not engage in the active practice of law while employed with the Court.

REPORTS TO

The Presiding Judge and Chief Executive Officer.

CLASSIFICATIONS SUPERVISED

This is not a supervisory class.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Serves “on call” and be continuously available to respond to telephone calls requesting the issuance of emergency protective orders where a law enforcement officer asserts reasonable grounds to believe that a person is in immediate and present danger of violence or abuse under specified conditions; issues emergency orders related to medical, dental, or other remedial care, for juveniles in specific circumstances; confers with law enforcement officers, county officials, witnesses and others to secure evidence and information pertaining to any specific case; and submit detailed and timely written reports, records, documents and forms as ordered by the Court.

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Superior Court of California
County of San Francisco

Class Code: 146C
Date Established: 7/1/07
Date Last Revised:

TYPICAL PHYSICAL REQUIREMENTS

Corrected hearing to normal range; verbal communication; use of telephone, copier, and FAX.

TYPICAL WORKING CONDITIONS

The incumbent in this position serves in an "on call" capacity from the incumbent's own home or any other location of personal choice and issues emergency protective orders via a telephone.

Training and Experience:

Must be a United States citizen and a member of the California Bar for a period of ten years, and

DESIRABLE QUALIFICATIONS

Knowledge of:

- Family Code Section 6250 et. Seq., and Welfare and Institutions Code Section 369 (b) or Section 739 (b);
- Related court practices and procedures;

Ability to:

- Objectively review evidence and information of cases and issue orders orally, by telephone thereon;
- Work effectively with understanding of emergency protective orders and emergency orders;
- Effectively evaluate circumstances surrounding emergency protective orders and emergency orders request.
- Effectively represent the Superior Court of California, County of San Francisco in contacts with law enforcement officers, county officials, witnesses and others.
- Maintain confidential information when required by legal or ethical standards.
- Establish and maintain effectively working relationships with others.

Special Requirements:

Incumbent may be required to pass a criminal history background check. Information discovered through such a background check may become grounds for dismissal from employment.

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The contents of this class specification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. The contents of this specification may be modified or revoked without notice. Terms and conditions of employment are "at will" employment at the pleasure of the Judges of the Superior Court of California, County of San Francisco.