



SUPERIOR COURT OF CALIFORNIA, COUNTY OF ALAMEDA

Applying to the Court Commissioner Recruitment

Applicant

APPLY

1. Locate the Court Commissioner job posting on the Superior Court of California, County of Alameda (Court) job opportunities website: <https://alamedacourts.wd5.myworkdayjobs.com/alamedacourts>
2. **Note:** In the job posting, there is a link to the **Commissioner Supplemental Questionnaire**.

You may **either**:

- Click the link in the job posting under “Filing Requirements”, download and complete the **Commissioner Supplemental Questionnaire**, and upload it along with your Resume and Cover Letter using the instructions on **Page 3** of this job aid, **or**
- Wait to receive the **Commissioner Supplemental Questionnaire** as a task, as described on **Page 6**, and upload the completed questionnaire to your application at that time.

3. Click **Apply**.



Court Commissioner



- Full time
- Posted 3 Days Ago
- R518

Filing Requirements

A cover letter, resume, supplemental questionnaire* and three letters of professional reference must be received by the filing deadline:

Supplemental Questionnaire:

*The supplemental questionnaire may be obtained by visiting our website at:

https://www.alameda.courts.ca.gov/resources/documents/commissioner_sq.pdf





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4. When prompted, select the **Apply Manually** button:

Start Your Application

Court Commissioner

Autofill with Resume

Apply Manually

Use My Last Application

5. You will be prompted to **Sign-In**. If you have already created an applicant account with the Court, enter your log-in information.

Sign In

Email Address

Password

Sign In

Don't have an account yet? [Create Account](#)

[Forgot your password?](#)

CREATE AN ACCOUNT

1. If you have not previously submitted an application or created an account with the Court, click **Create Account**.

Sign In

Email Address

Password

Sign In

Don't have an account yet? **Create Account**

[Forgot your password?](#)



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2. Follow the instructions to create an account, then click **Create Account**.

Create Account

Password Requirements:

- A minimum of 8 characters
- A lowercase character
- A numeric character
- A special character
- An alphabetic character
- An uppercase character

Email Address

Password

Verify New Password

Create Account

Already have an account? [Sign In](#)

[Forgot your password?](#)

COMPLETING THE APPLICATION

1. Complete all questions on the **My Information** page.

Progress: **My Information** | My Experience | Voluntary Disclosures

My Information

* Indicates a required field

How Did You Hear About Us? *

Have you previously worked at the Superior Court of California, County of Alameda? *

Yes

No

Country *

Legal Name

First Name *

Last Name *

I have a preferred name

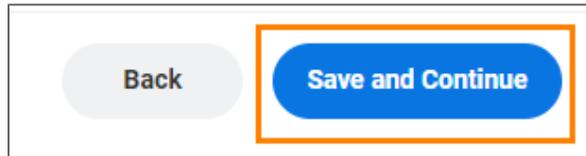


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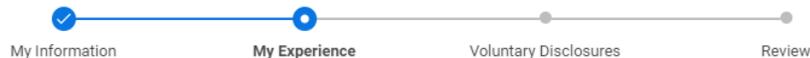
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2. Once you have completed the My Information page, press **Save and Continue** and **Continue**.



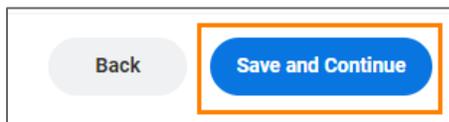
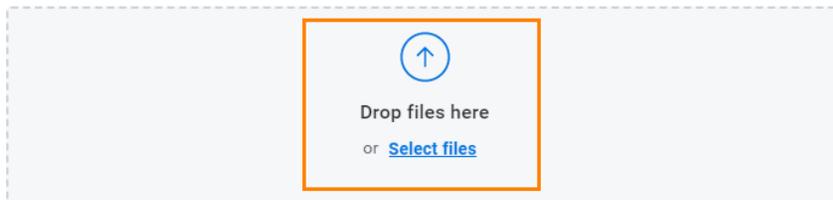
3. On the **My Experience** page, **Upload** your **Resume, Cover Letter** and your completed **Commissioner Supplemental Questionnaire** (unless you choose to upload the questionnaire later as a “task” – see page 6). Click Save and Continue.



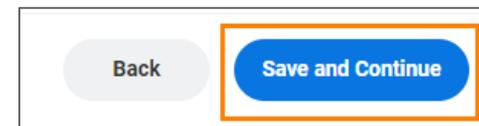
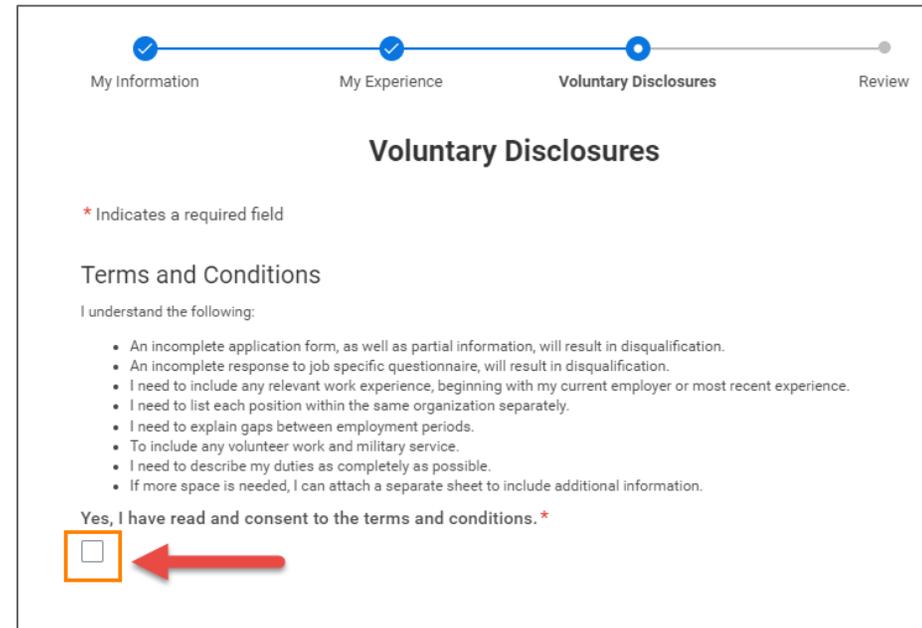
My Experience

* Indicates a required field

Resume/CV
Upload a file (5MB max)



4. On the **Voluntary Disclosures** page, review the Terms and Conditions, **click** to confirm you have read and consent, then click Save and Continue.





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5. On the Review page, you may review the information you have entered into your application so far.

The screenshot shows a progress bar at the top with four steps: My Information, My Experience, Voluntary Disclosures, and Review. The 'Review' step is currently active. Below the progress bar, the 'Review' section is titled 'My Information' and contains the following details:

- How Did You Hear About Us? Other
- Have you previously worked at the Superior Court of California, County of Alameda? No
- Legal Name: Jane Doe
- I have a preferred name: No
- Address: 564 Elm St., Los Angeles, CA 90043, United States of America
- Email: janedoe@noemail.org

6. After your review, if you need to make edits to your application, click the “Back” button.

The screenshot shows two buttons: a light blue 'Back' button and a blue 'Save and Continue' button. The 'Back' button is highlighted with an orange border.

7. Once you are satisfied that your application is complete, click **Submit**.

The screenshot shows two buttons: a light blue 'Back' button and a blue 'Submit' button.

8. You will receive confirmation that your application was submitted and notification that you need to complete one additional task. **Close** the message as instructed.

The screenshot shows a confirmation message with a green checkmark icon and the text: 'Congratulations! Thank you for submitting your application! There are 1 or more tasks for the Court Commissioner job that require your attention. Close this message to complete your next task.' A red arrow points to a close button (an 'X' in a blue box) in the top right corner of the message.



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9. On the **Review Document** page, you may download, save and complete the Commissioner Supplemental Questionnaire, and then upload the completed questionnaire as shown below.



Review Document

Following is the link to access the Commissioner Supplemental Questionnaire. Failure to submit any of the required application materials by the deadline will result in disqualification from further participation in the recruitment process. The appointing authority may refuse to consider or appoint a candidate if the applicant uses or attempts to use any personal or political influence to further eligibility. This does not prohibit candidates from submitting letters of references from any source, including judicial officers.



Attachments

Upload either DOC, DOCX, HTML, PDF, or TXT file types (5MB max)



Note: If you already submitted the Commissioner Supplemental Questionnaire by following the steps outlined on Page 3, you may skip this step by clicking **OK****.

******Submission of the Commissioner Supplemental Questionnaire is required. Not submitting a questionnaire, or an incomplete questionnaire submission, will result in disqualification.



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10. A **Task Completion** page will confirm that your final task is complete.



Jane Doe - Candidate Home

My Tasks

No tasks to complete.

Submitted Applications

Thank you for completing this task.

1 item

Job	Status	Actions
Court Commissioner	In Process	Manage ▼

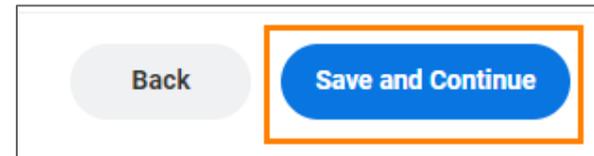
Similar Jobs

Court Commissioner
R517

SAVING YOUR APPLICATION FOR LATER

At any time during the application process (and *before* you press “Submit” to submit your application, as shown on page 5), you may log out of Workday to finish completing your application at another time.

Just click **Save and Continue**, then log out of your Workday account. The next time that you log in to your Court Workday account, you will be able to finish completing your application from where you left off.



SUBMITTING YOUR LETTERS OF REFERENCE

Please submit, or request that your references submit, all letters of reference to Glenys Rogers, Director of Human Resources at grogers@alameda.courts.ca.gov.