

Commissioner Recruitment Portal FAQ

1. Do I have to register as a user to apply for the Court Commissioner position?

Yes, registration for the portal is required to give you access to the job application and personal history section. If material is not submitted via this portal, you will not be considered for the position.

2. How do I register for the portal?

To register, simply create a user ID (your email). You'll be prompted to enter the security code. The portal will then guide you through the steps to complete sign up. You'll receive an email confirming your registration, and you'll need to click "sign up" to finalize registration. On the login page, you'll create a password and set up multifactor authentication using your email.

3. How do I begin the application?

Once you access the portal as a registered user, click on Current Job Openings, then click the title of the position to open the application.

4. Are all of the fields on the application required?

Required fields are marked with a red asterisk. If you attempt to save or move forward when a required field is blank, the program will highlight that field for you to indicate what is missing.

You will be able to edit the fields later before final submission, so if you wish to enter text as a placeholder to allow you to move forward while saving progress up to that point, you can do so.

5. How long will it take to complete this application?

This is a substantive job application and personal history collection. If you wish to prepare in advance, you can find a list of the questions [here](#). You will also be able to save your progress throughout the application process and return to it at a later time. Each screen will allow you two hours of inactivity before timing out. You are encouraged to save your progress repeatedly during the completion of the application.

6. Can I save or print my application?

Yes, when completed, you'll see a button for "print." When clicked, this will take you to a browser view where you can right click to either:

- Print to PDF (to save as a PDF file)
- Print to a local or network printer connected to your computer

Your electronic application will remain accessible for future Court Commissioner recruitments via your registration information (user ID and password).

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7. Will I receive confirmation of my application submission?

When submitted, a confirmation email is sent to you with a reference link that is specific to your applicant profile.

8. What happens after I submit my application?

Upon submission of the application and closing of recruitment period, the Judicial Branch HR department screens applications to determine the candidate meets the minimum qualifications for the position. A list of qualified candidates, together with all application materials, and letters of reference are sent to the Commissioner Nominating Committee for review and investigation. Committee members will be assigned to conduct due diligence on each applicant. Thereafter, the Committee meets to determine which candidates will be invited for an interview.

Applicants who are selected for an interview are contacted by phone and email with interview details (date, time and location). Applicants not selected for interview are notified by email. A second round of due diligence will be completed on applicants selected for an interview.

Applicants are encouraged to have individuals contact the committee members or provide feedback via the personalized reference link.

9. What is a Commissioner Applicant Mentor, and how do I request one?

Supported by volunteers who are current judicial officers, the applicant mentorship program is designed answer questions about the application process and bolster an applicant's readiness for the commissioner hiring process. Mentors may meet with applicants and answer questions about the process. While the mentor will not serve as an advocate in the formal hiring process before the committee, the mentor may provide feedback to the committee.

To request a mentor, send an email request to Jennifer.fish@jbazmc.maricopa.gov

10. Who do I contact if I encounter technical difficulties with the portal?

For assistance with the portal please email helpcrp@jbazmc.maricopa.gov

11. Where can I find more information about the Court Commissioner position?

Visit our website at: <https://superiorcourt.maricopa.gov/commissioners>