



King County

Invites Applications for the Position of:

Commissioner Pro-Tempore

Apply online at <http://www.kingcounty.gov/jobs>

King County is committed to equity and diversity in the workplace. In addition, the county is committed to recruiting and maintaining a quality workforce that shares our guiding principles: collaborative, service-oriented, results-focused, accountable, innovative, professional and fair and just.

OPENING DATE/TIME: 11/14/17 12:00 AM (GMT -8:00)

CLOSING DATE/TIME: 01/02/18 11:59 PM (GMT -8:00)

SALARY: \$88.32 - \$88.32 Hourly

LOCATION: Multiple locations in King County

JOB TYPE: Short Term Temporary, Part Time, Std Wkly Hrs Vary

DIVISION: King County Superior Court

JOB NUMBER: 2017-07392

SUMMARY:

In accordance with RCW 2.24.040 and RCW 26.12.060, *Pro-Tempore* Family Law Commissioners' duties include presiding over matters pertaining to Family Law when a sitting Commissioner is unavailable.

Successful applicants for these positions will be placed on a list maintained by the Court, and may be called to duty if needed, per King County Superior Court Local Court Management Rule 8. *Pro Tempore* Commissioners serve at the pleasure of the court.

Who May Apply: This position is open to attorneys licensed to practice in Washington State. Current *Pro Tempore* Commissioners who wish to be reappointed must re-apply.

Work Schedule: This is an intermittent, temporary position, filling in when a sitting Commissioner is unavailable. The hours of work are typically between 8:30 a.m. to 4:30 p.m. Monday through Friday.

Work Location: This position may serve in any of the King County Superior Court facilities: King County Courthouse - 516 3rd Ave, Seattle WA 98104; Juvenile Court - 1211 E. Alder, Seattle, WA

98122; Maleng Regional Justice Center, 401 4th Ave. N., Kent, WA 98032

ADDITIONAL MATERIALS REQUIRED: Please include a resume and cover letter describing how you meet or exceed the requirements for this position. The following additional documents are required:

- ***Confirmation of Citizenship form, per RCW 2.24.010***
- ***WSBA Release***
- ***Criminal Records Background Check form***

These required documents may be obtained by calling King County Superior Court Human Resources at (206) 477-1536

These materials are supplemental to your application. You must still completely fill out the application with your relevant education and work experience. Your application may be rejected as incomplete if you include relevant information only on the resume or cover letter, or if you reference "see resume" on your application.

Please note that you can attach multiple documents to your application. Your options are:

1) Copy and paste one or more documents into the text resume section of your application.

2) Attach multiple documents/files in the attachment section.

JOB DUTIES:

In accordance with RCW 2.24.040 and RCW 26.12.060 the Pro -Tempore Family Law Commissioner's duties include presiding over matters pertaining to Family Law cases involving both self-represented persons as well as persons who are represented; all aspects of dependency and termination proceedings as defined in RCW 13.34; and performing other related duties as assigned by the Presiding Judge, when a sitting Commissioner is unavailable. These duties include, but are not limited to:

- The determination or modification of parenting plans.
- Determination of parentage.
- Determination of child custody including non-parental custody, visitation, and support.
- Distribution of property or obligations.
- Issuance of restraining orders, Domestic Violence Protection Orders.
- Dissolutions of marriage, dissolutions of invalidity, and legal separations.

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:

Required Experience, Qualifications and Knowledge:
Applicants must meet the requirements of RCW 2.24.010. Membership in good standing with the Washington State Bar Association, with no history of discipline by the Washington State Bar Association, is required. Must be able to use personal computer and Microsoft Office programs.

At least 50% of the applicant's current practice and a minimum of five years of experience must be in the area of family law under RCW Title 26. Familiarity with King County Family law rules and practice is required.

Knowledge of the judicial system, including family law and King County local rules, statutes, legal principles and case precedents, court procedures, King County Superior Court protocols and King County Superior Court calendaring practices is required.

The ability to objectively identify, analyze and interpret legal issues, principles and arguments; direct and control courtroom proceedings in a decisive, orderly and equitable manner, communicate orally and in writing in a concise and effective manner, exercise appropriate judicial temperament and demeanor, and effectively handle pressure in difficult and unexpected situations by responding in a calm and rational manner, is required.

The ability to effectively manage a high volume court calendar, including the requisite reading and preparation, is required.

The ability to proficiently use court based technology programs, including ECR and SCOMIS, is required.

SUPPLEMENTAL

INFORMATION:

SPECIAL REQUIREMENTS: Finalists must have successfully passed a criminal background check and reference check.

If you have questions regarding this position, please call King County Superior Court Human Resources at (206) 477-1536

Note: Online applications are preferred. However, if you cannot apply online, go to www.kingcounty.gov/jobs for other options.

If you need an accommodation in the recruitment process or an alternate format of this announcement, please inquire directly with the contact listed on the job announcement or the department's Human Resources Service Delivery Manager.

Commissioner Pro-Tempore Supplemental Questionnaire

- * 1. This application requires the following documents: 1) Resume 2) Cover Letter 3) WSBA release 4) Criminal Background release 5) Confirmation of Citizenship Please contact Superior Court Human Resources at (206) 477-1536 for WSBA release, Criminal Background Release and Confirmation of Citizenship forms. If you do not include these forms your application will be considered incomplete. Have you included these forms?
☐Yes ☐No
- * 2. Are you a member in good standing of the Washington State Bar Association?
☐Yes ☐No
- * 3. Have you practiced law for at least five years in the area of Family Law?
☐Yes ☐No
- * 4. What percentage of your current practice involves Family Law under RCW 26.09? If none, please enter "none."
- * 5. What percentage of your practice in the last two years has involved Family Law under RCW 26.09? If none, please enter "none."
- * 6. State the number of Family Law cases in which you have been chief counsel in state Superior Court in the last five years. You may estimate the number of cases by giving a range of values, e.g. "between 10 and 20." If none, please enter "none."
- * 7. Identify all your experience as a neutral decision maker, e.g. judge (permanent or pro-tem), Court Commissioner (permanent or pro-tem), administrative law judge, arbitrator, hearing officer, etc. If none, please enter "none."
- * 8. Have you ever been disciplined or cited for a breach of ethics or unprofessional conduct by, or is any investigation currently pending before any court, administrative agency, bar association, disciplinary committee or other professional group?
☐Yes ☐No
- * 9. If you answered "Yes" to Question 8 above, please give the particulars, including resolution. If you answered "No," please enter "N/A."
- * 10. Has a client ever made a claim or filed suit against you for malpractice or any other cause?
☐Yes ☐No
- * 11. If you answered "Yes" to Question 10 above, please give the particulars. If you answered "No," please enter "N/A."
- * 12. If you have ever sat as a judge, have you ever received any form of discipline by the Judicial Conduct Commission? If you have never sat as a judge, please enter "N/A."
- * 13. Have you ever been adjudged guilty of a crime (excluding minor traffic offenses)?

☐Yes ☐No

- * 14. If you answered "Yes" to Question 13 above, please give the particulars. If you answered "No," please enter "N/A."
- * 15. Identify three matters which you personally handled and briefly summarize the nature of each case. Describe the nature and date of your participation. Provide the case name and case number or, if reported, the case citation. If you have been a judge, include some cases that have been tried before you.
- * 16. Please describe your availability (approximate number of days per quarter) to serve, if called, including how much notice you require.
- * 17. List the names, phone numbers and email addresses of three opposing counsel for at least three trials, fact-finding hearings, or contested motions in the past five years.
- * 18. If you have been a judge or otherwise served as a neutral decision maker, list the names, phone numbers and email addresses of three attorneys who have appeared before you. If you have not served in this capacity, please enter "N/A."
- * 19. If you served as a mediator or facilitator of dispute resolution, list the names, phone numbers and email addresses of three attorneys who have recently appeared before you. If you have not served in this capacity, please enter "N/A."
- * 20. List the names, phone numbers and email addresses of three non-attorney references whose opinions or observations would assist the committee in its evaluation of you.
- * Required Question