



SUPERIOR COURT

Thurston County, Washington

Court Commissioner

THURSTON COUNTY

Thurston County is located at the southern end of the Puget Sound in the beautiful Pacific Northwest. Majestic Mount Rainier and the rugged Cascades are nearby to the east, while Washington's Pacific coastline is just an hour's drive to the west. Thurston County is 60 miles south of Seattle, Washington, and 100 miles north of Portland, Oregon.

As anyone who lives here can tell you, Thurston County has it all: ocean waters, mountains, rivers, forests, rural splendor and seclusion; cities and shopping; not to mention affordable housing, good wages, and school systems that are some of the best in the state.

Washington's state capital, the city of Olympia, along with neighboring cities, Lacey and Tumwater, has experienced significant growth. The county is now home to more than 254,000 residents with approximately half living in the urban tri-city area, while others prefer the smaller towns of Yelm, Tenino, Rainier, Bucoda, and the unincorporated Thurston County area. Thurston County is one of the fastest growing areas in Washington State.

SUPERIOR COURT

Thurston County Superior Court is a state trial court of general jurisdiction. The Court has state-wide jurisdiction and hears major criminal matters, civil cases including cases involving real property, domestic relations matters, appeals from lower courts (Thurston County District and Municipal Courts), and appeals from state administrative agencies.

Family & Juvenile Court, a department of Superior Court, hears juvenile offender matters as well as child dependency cases. Family & Juvenile Court also operates a juvenile detention facility.

Thurston County Superior Court has eight full-time elected judges who sit on all matters and three Superior Court Commissioners who sit primarily in Family & Juvenile Court and on domestic relations and domestic violence cases.

SUPERIOR COURT'S MISSION & VISION

The mission of the Court is to serve the public through the prompt resolution of civil and criminal cases in a manner that ensures access and fair treatment.

The Court's vision is to provide a Court where all can safely and easily access the Court, its programs and services, and have an opportunity to be heard. Through well-trained judicial officers and court staff, the Court uses innovative techniques and manages public resources responsibly. The Court seeks community input to ensure public confidence in the judiciary and to reflect the diverse community needs.



THE ROLE OF A COURT COMMISSIONER

As a member of Thurston County's Superior Court Judicial Team and reporting to the Court's Presiding Judge, the Court Commissioner presides over assigned hearings; makes rulings, findings, judgments, and orders. The incumbent ensures that hearings are managed and services are provided in accordance with the Court's mission, vision, and objectives.

This is an appointed, "at-will" position and works at the pleasure of the Board of Judges. Additionally, if hired, Court Commissioners cannot engage in active practice of law during employment with the Court.

THURSTON COUNTY SUPERIOR COURT— COURT COMMISSIONER

POSITION OVERVIEW

- Conducts court calendars; presides over hearings; makes rulings, findings, judgments, and orders. Rules on matters ex parte.
- As assigned, presides over proceedings in various judicial areas, which may include hearing civil and offender juvenile matters as well as domestic relations and domestic violence matters. Assignments may include: family law, juvenile court, domestic relations, mental illness hearings, criminal arraignments, treatment court proceedings, warrants, and other matters as delegated by the Board of Judges.
- Reviews court files, documents, and related materials to assess cases before and after hearings; prepares court documents, records, reports, correspondence, and other written materials pertaining to case findings.
- Presents statements of fact and law and communicates clearly and logically in written and oral form, both to attorneys and self-represented parties.
- Defines issues, performs legal research, analyzes problems, evaluates alternatives, and makes appropriate findings and recommendations.
- Prepares clear and concise decisions and summaries of factual and legal issues.
- Effectively represents the court in contacts with the public, attorneys, law enforcement agencies, and other government jurisdictions.
- Establishes and maintains cooperative working relationships. Works well with the public and staff, including employees of court administration, the Clerk's Office, and the jail.
- Understands current social and economic problems and the way in which those problems affect families and juveniles.
- Engages with issues of domestic violence and juvenile matters.
- Deals tactfully and effectively in emotional and adversarial proceedings.
- Understands and abides by the Code of Judicial Conduct and other ethical mandates.

QUALIFICATIONS

Graduation from an ABA accredited law school or successful completion of the APR 6 Law Clerk program.

Active or judicial membership in good standing with the Washington State Bar Association, admitted to practice for at least five years before appointment, unless periods of inactive membership are due to previously holding a judicial position.

Must successfully pass criminal background and reference checks.

Must be a United States citizen.

Must be able to operate a computer with applicable software, and office equipment to perform the duties and responsibilities of the position.

Must be knowledgeable of: legal principles and precedents and their application; statutory and constitutional law of Washington State, particularly in the legal areas to which they are assigned; and principles of family, civil, criminal, and constitutional law.

COMPENSATION

Thurston County offers a monthly base salary of \$10,542. The County pays for employees' medical, dental, vision and basic life insurance and provides up to \$550 toward dependent care coverage. Other benefits include Washington State PERS retirement, 10 paid holidays per year, paid time off, and an employee assistance program. Additional available benefits are: voluntary term life insurance, accidental death and dismemberment insurance, flexible spending account, and deferred compensation.

TO APPLY

Please submit a completed Thurston County Application, Thurston County Family & Juvenile Court Commissioner Application, signed waivers and confirmation, letter of interest, and resume to:

Thurston County Superior Court
Attn: Marti Maxwell, Court Administrator
2000 Lakeridge Drive SW
Olympia, WA 98502-6045

**Application packages will be accepted until
5 p.m., December 14, 2012.
Postmarks will not be accepted.**



7. If you have been in practice within the past 5 years, list the names, phone numbers and email addresses of ten opposing counsels who know you best, including at least three opposing counsels on cases that went to trial, including the case name/cause number/court/ approximate dates of your participation in the matter. _____

8. Please describe your professional activities in the community (legal and non-legal) and indicate any leadership positions you held or participation, which you believe to be of particular significance. _____

9. Please describe the activities that you have been involved in that demonstrate your commitment to access to justice issues and to improving the administration of justice, including your dates of participation. _____

10. Please describe any other experiences which you believe are relevant to your qualifications for a judicial position as Court Commissioner. _____

11. Please describe your training and professional experiences in the area of domestic violence. _____

12. Please provide the names, contact phone numbers, and email addresses of five professional references (not including Thurston County Superior Court judicial officers) who are most familiar with your legal experiences and background. _____

13. In 50 words or less, please describe why you should be appointed to this judicial position. _____

14. Briefly identify all of your experience as a neutral decision-maker (e.g. judge or commissioner [permanent or pro tem] in any jurisdiction, administrative law judge, arbitrator, hearing officer, etc.). Give courts, approximate dates: _____

15. If you have been a judge or commissioner (permanent or pro tem) or otherwise have served as a neutral decision-maker within the past 5 years, please list the names, phone numbers, and email addresses of the last ten attorneys who have appeared before you: _____

For the following questions, answering YES does not necessarily exclude you from consideration for the Court Commissioner position.

16. Are there any situations or issues from your past that may seriously affect, impact, or draw into question your ability to perform the duties of Court Commissioner? Yes No
If you answered yes, please provide details. _____

17. Have you ever been held, arrested, charged or convicted by federal, state or other law enforcement authorities for violation of any criminal federal law, state law, county or municipal law, regulation or ordinance? Yes No

If you answered "yes," please provide details. (Do not include traffic violations for which a fine of \$150.00 or less was imposed.): _____

18. Have you been subject to a court restraining order, including, but not limited to a domestic violence order for protection, unlawful harassment protection order, criminal no contact order or other no contact orders? Have you been subject to a child support collection action? Yes No If you answered "yes," please provide details: _____

19. Have you been a party to any civil lawsuits, except as a debtor in a bankruptcy proceeding (not in your capacity as an attorney) ? Yes No If you answered "yes," please provide details: _____

20. Describe the nature, status and outcome of any complaints, investigations, disciplinary actions, lawsuits or liability claims lodged against you related to your duties as a lawyer: Please sign the attached form authorizing the Washington State Bar Association to release to Thurston County any disciplinary records and verify that currently you are in good standing with the Washington State Bar Association. _____

21. Please attach a resume not to exceed 3 pages.

22. Please complete and sign the attached forms (Certification to this Application, WSBA Release, and Confirmation of US Citizenship, and Release of Employment Information).

CERTIFICATION

I, _____, hereby certify under the penalty of perjury of the laws of the State of Washington that all of the answers contained herein are true and correct.

I hereby agree that I will immediately notify the Presiding Judge at Family and Juvenile Court and Thurston County Superior Court of the following:

1. Any complaint, investigation or action that has commenced relating to my actions as a lawyer;
2. Any complaint, investigation or action that has commenced relating to my actions as a pro tem judge or commissioner;
3. If any criminal charges are brought against me; and/or
4. If I become subject to a court restraining order (including domestic violence order for protection, unlawful harassment protection order, criminal no contact order or other no contact orders).

Dated: _____ Signed at (City & State): _____

Signature: _____ Print Name: _____



Washington State Bar Association Release of Information

I, _____ (please print), WSBA No. _____,
have applied for the position of Thurston County Superior Court Commissioner.

Check one:

- Pursuant to ELC 3.4(c), I authorize and request the Washington State Bar Association, to disclose the record of disciplinary grievances filed against me and the status of otherwise confidential disciplinary investigations and proceedings and to provide copies of nonpublic information to the Thurston County Superior Court Administrator and judges.
- I decline to authorize the release of confidential discipline information to the Thurston County Superior Court Administrator and judges.

Dated this _____ of _____, _____

Signature

Date

**Please send the following, or similar, discipline history request letter to the WSBA.
The WSBA charges \$30 for each written discipline history check, plus \$1.00 per copy.**

Washington State Bar Association
1325 Fourth Avenue, Suite 600
Seattle, Washington 98121-2330

Dear Sir or Madam:

You are hereby authorized to release and forward immediately all information with reference to my disciplinary record to:

Thurston County Superior Court
ATTN: Marti Maxwell, Court Administrator
2000 Lakeridge Drive SW, Building 2
Olympia, Washington 98502

Please also send a copy to me. I understand there is a fee of \$30.00 for the discipline check, plus \$1.00 for each copy. I have enclosed a check in the amount of \$31.00 to cover the costs. Thank you for your prompt attention to this matter.

Name: _____ WSBA No.: _____
(Print Name)

Address: _____

Date: _____

Signature: _____



Waiver and Authorization to Release Information

To Whom It May Concern:

I authorize you to furnish Marti Maxwell, Court Administrator, Thurston County Superior Court with any and all information that have concerning my employment records in general, which may include, but not limited to:

- Date of employment;
- Position(s) held;
- The quality and quantity of work;
- Information of a confidential or privileged nature;
- My relationship with co-workers and supervisors;
- Strong and weak points; and
- Other relevant information regarding my performance, skills, ability, and suitability, etc.

I wave any and all privacy rights I may have and I hereby release you, your organization, and others from any liability, or damage, which may result from furnishing the information requested.

A photocopy of this authorization shall be as valid as the original.

Print Name

Signature

Date



Confirmation of United States Citizenship

Per RCW 2.24.010, commissioners must be citizens of the United States.

By signing this form I am affirming that I am a citizen of the United States of America.

Print Name

Signature

Date