



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.

DISTRICT COURT

Thurston County District Court is a court of limited jurisdiction with three fulltime elected Judges. District Court hears the following cases: Criminal misdemeanor and gross misdemeanor cases; Traffic and non traffic infractions; civil cases for damages of \$75,000.00 or less; anti-harassment protection orders & domestic violence protection orders; name changes; "small claims" civil cases of \$5,000.00 or less. Thurston County District Court also has two therapeutic courts for criminal offenders; Mental Health Court and Veterans Court.

DISTRICT COURT'S MISSION & VISION

The mission of the Court is to "Serve Justice through Serving People".

It is the mission of the judiciary of the Thurston County District Court to provide equal access to a fair and impartial system of justice by which legal disputes may be resolved in a timely, efficient manner, while fostering public trust and confidence. We will serve the public and foster a friendly and accessible environment, treating all individuals with dignity, respect, honesty and fairness. We will be customer service-oriented, technologically innovative, efficient and creative in all our operations by maintaining a supportive working environment through encouraging teamwork, innovation and professional growth.



THE ROLE OF A COURT COMMISSIONER

As a member of Thurston County's District Court Judicial Team, the Court Commissioner reports to the District Court Presiding Judge, and performs duties as assigned. They are a valued member of the leadership team of District Court and are expected to participate in the development and implementation of the courts mission and goals. The Court Commissioner holds office at the pleasure of the appointing District Court Judges.

THURSTON COUNTY DISTRICT COURT— COURT COMMISSIONER

POSITION OVERVIEW

- This position is a .75 judicial officer.
- Conducts court calendars; presides over hearings; makes rulings, findings, judgments, and orders. Rules on matters ex parte.
- 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 within the County as well as outside.
- Deals tactfully and effectively in emotional and adversarial proceedings.
- Understands and abides by the Code of Judicial Conduct and other ethical mandates.

COMPENSATION

Thurston County offers a monthly base salary of **\$7,528.34**. 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.

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 be a registered voter of Thurston County

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 civil, criminal, and constitutional law.

TO APPLY

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

Thurston County District Court
Attn: Theresa Ewing, Court Administrator
2000 Lakeridge Drive SW
Olympia, WA 98502-6045

**Application packages will be accepted until
5 p.m., June 21, 2013.
Postmarks will not be accepted.**

**Person filling this District Court Commissioner position needs to be willing to start on
August 1, 2013.**



THURSTON COUNTY DISTRICT COURT COMMISSIONER APPLICATION

Name: _____

Last

First

Middle

Mailing Address: _____

Business Phone: _____ Cell Phone: _____

Email: _____

1. Educational Background (post-secondary only): _____

2. Year admitted to practice law in State of Washington and Bar number: _____

3. Any other states in which you are licensed to practice law? _____

4. Why are you applying to be a Commissioner at Thurston County District Court? _____

5. What experience do you have with Courts of Limited Jurisdiction? _____

6. Please list the names, telephone numbers, and e-mail addresses of five opposing counsel with which you have worked to include at least 3 opposing counsel on cases that proceeded to trial. Please include the case number, court, and approximate dates of those trials.

7. Please describe your professional activities in the community (legal and non-legal), your level of participation and indicate any leadership positions you held. Please include the dates of your involvement. _____

8. Please describe the activities that you have been involved in that demonstrate your commitment to access to justice and to improving the administration of justice.

Please include the dates of your involvement. _____

9. Please describe any other experience that you believe is relevant to your qualifications to be a District Court Commissioner. _____

10. Please provide the names, telephone numbers, and email addresses of five professional references (not including Thurston County District Court judicial officers) who are most familiar with your professional experience and background. _____

11. In 50 words or less, please describe why you should be appointed to be the District Court Commissioner. _____

12. Briefly identify your experience as a neutral decision-maker, permanent or protem, in any jurisdiction (e.g. judge or commissioner, administrative law judge, arbitrator, hearings officer, etc.). Give courts, approximate dates: _____

13. If you have experience as a neutral decision maker, please list the names, telephone numbers, and e-mail addresses of five attorneys who have appeared before you.

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

14. 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. _____

15. Have you ever been held, arrested, charged or convicted by federal, state or other law enforcement authorities for violation of any 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.): _____

16. 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: _____

17. 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: _____

18. 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. _____

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

20. 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 of the Thurston County District 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 orders for protection, unlawful harassment protection order, and criminal no contact order or other no contact orders).

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

Signature: _____ Print Name: _____



Waiver and Authorization to Release Information

To Whom It May Concern:

I authorize you to furnish Theresa Ewing, Court Administrator, Thurston County District Court with any and all information that you 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 waive 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



Washington State Bar Association Release of Information

I, _____ (please print), WSBA No. _____,
have applied for the position of Thurston County District 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 District Court Administrator and judges.
- I decline to authorize the release of confidential discipline information to the Thurston County District Court Administrator and judges.

Dated this _____ of _____, _____

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

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 District Court
ATTN: Theresa Ewing, Court Administrator
2000 Lakeridge Drive SW, Building 3
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: _____