

OPEN



**SUPERIOR COURT
COMMISSIONER
Posting No. 13-095**

**SPOKANE
COUNTY
HUMAN
RESOURCES
DEPARTMENT**

EMPLOYMENT OPPORTUNITY

OPENING DATE: July 30, 2013
CLOSING DATE: September 20, 2013, 4:30 p.m.
FLSA STATUS: Exempt

SALARY: \$10,753.14/month
DEPARTMENT: Superior Court

WHO MAY APPLY (OPEN)

This recruitment is open to all applicants meeting the minimum requirements.

HOW TO APPLY

Submit the following required materials:

- Spokane County Employment Application
- Supplemental Application
- WSBA Release Form
- Cover Letter

FAILURE TO SUBMIT THE REQUIRED MATERIALS LISTED ABOVE, MAY ELIMINATE YOUR EMPLOYMENT APPLICATION FROM CONSIDERATION.

JOB SUMMARY:

Serves as a judicial officer with the power, authority, and jurisdiction to hear and determine matters before the Superior Court as permitted by law. The primary duties of a Spokane Superior Court Commissioner include presiding over matters in family law, dependency, domestic violence, ex parte, probate, civil commitments, guardianship, and other juvenile court matters.

CLASSIFICATION STANDARDS:

Court Commissioners have the power, authority and jurisdiction as authorized by the Court pursuant to RCW 2.08. Individuals in this classification serve at the pleasure of the Superior Court Judges of Spokane County under the general supervision of the Presiding Judge.

MINIMUM REQUIREMENTS

All applicants must be admitted to the practice of law in the State of Washington for five years and members in good standing with the Washington State Bar Association.

BEHAVIORAL STANDARDS

Respectful, courteous, and friendly to customers, other County employees, and County leadership.

See other side for important additional information

A team player that helps the organization meet its objectives. Takes initiative to meet work objectives. Effectively communicates with customers and other County employees. Gets along with co-workers and managers. Positively represents the County, maintaining the trust County residents have placed in each of us. Demonstrates honest and ethical behaviors.

SELECTION PROCESS:

Initial screening will be based solely on the information contained in your Spokane County Employment Application and the Supplemental Application. If you meet the minimum requirements, the hiring authority may review your qualifications as presented in your application materials. The hiring authority may interview top candidates. This process subject to change.

All information submitted in the application and in any attachments or supporting documents must be true, correct, and complete. Providing false or incomplete statements will be justification for termination or refusal of employment. All application materials are due by 4:30 p.m. on the closing date. Postmarks will not be accepted.

NOTES

For some positions, joining the Union may be a condition of employment pursuant to the exception as noted in RCW 41.56.122(1) and any other rights afforded by law. Changing bargaining units within the county work force may incur a change in the employee's benefits.

Spokane County is an "at will" employer. All positions are considered "at will" or "at the pleasure" of the hiring authority unless specified otherwise in specific labor agreements. Such positions can be terminated with or without cause at any time by the hiring authority. No employee of Spokane County has the authority to make any oral or written agreement altering any "at will" relationship.

Spokane County strives to satisfy all requests for reasonable accommodation from persons with disabilities. Requests for accommodations should be made in advance and addressed to the Human Resources Director at 477-5750.

SPOKANE SUPERIOR COURT
 SUPPLEMENTAL QUESTIONNAIRE
 COURT COMMISSIONER

You are asked not to communicate with any Spokane Superior Court judicial officer concerning this position or your application. All inquiries must be directed to Ron Miles, Superior Court Administrator, by calling (509) 477-4401.

(Please type or print with black ink)

Complete all sections. Failure to do so may result in the rejection of your application. Statements such as “see resume” do not substitute for completing any portion of the application. **This questionnaire must accompany Spokane County’s Employment Application.**

Position Applied For				Date of Application	
LAST NAME	FIRST NAME	MIDDLE NAME		WSBA BAR NUMBER	
HOME ADDRESS	CITY	STATE	ZIP CODE	HOME TELEPHONE	
				()	
HOME E-MAIL		MOBILE		DAY TELEPHONE	
		()		()	
BUSINESS ADDRESS	CITY	STATE	ZIP CODE	BUSI. TELEPHONE	
				()	
BUSINESS E-MAIL					

1. Have you ever applied for or sought election to any judicial position? Yes _____ No _____.
 If yes, please provide details.

2. Please list all other courts and jurisdictions in which you have been admitted to practice law and the dates of admission. Please provide the same information for administrative bodies having special admission requirements.

Superior Court Commissioner Supplemental Questionnaire

3. Please list all bar associations and professional societies of which you are a member and give the titles and dates of any offices that you have held in such groups.

4. Are you in good standing in every bar association of which you are a member? **Yes / No**. If you answered "no", please explain.

5. If you have ever been a judicial officer, please identify which court, and duties performed along with any court committees on which you have served or administrative positions you have held. Please state the dates of service for each.

6. Please summarize up to **three** of the most significant matters that you participated in as an advocate. Please include the dates of your participation and the reason each was significant to you. Please provide the citation if a case was reported. If you have been a judge, please include some cases that have been tried before you.

7. Please summarize, briefly, the general nature of your current law practice and indicate any areas of special emphasis within your practice.

8. If your present law practice is different from any previous practice, please describe the earlier practice, including the nature of your typical clients and any area of special emphasis within your practice.

Superior Court Commissioner Supplemental Questionnaire

9. Within the last **five years**, did you appear in trial court:

- Regularly Occasionally Infrequently Never

10. Within the last **five years**, how often did you appear in Spokane Superior Court:

- Regularly Occasionally Infrequently Never

11. Career Experience

(a) What percentage of your appearances in the last **five years** was in:

(1) Federal appellate courts	_____	%
(2) Federal trial courts	_____	%
(3) State appellate courts	_____	%
(4) State trial courts	_____	%
(5) Municipal courts	_____	%
(6) District courts	_____	%
(7) Administrative tribunals	_____	%
(8) Tribal courts	_____	%
(9) Other:	_____	%
TOTAL	100	%

(b) What percentage of your practice in the last **five years** was:

(1) Civil litigation (excl. family law)	_____	%
(2) Criminal litigation	_____	%
(3) Family law litigation	_____	%
(4) Non-litigation	_____	%
(5) Juvenile Court	_____	%
(6) Ex Parte and Probate and Guardianship litigation	_____	%
(7) Mental Health	_____	%
TOTAL	100	%

(c) What percentage of your trials in the last **five years** were:

(1) Jury trials	_____	%
(2) Non-jury trials	_____	%
TOTAL	100	%

Superior Court Commissioner Supplemental Questionnaire

11. (d) Briefly describe no more than **five** litigation matters that you directly handled as the sole counsel. For each, please provide the name and telephone number of opposing counsel, the name of the judge or other judicial officer, and the citation (if applicable).

12. Please briefly describe any legal non-litigation experience that you feel enhances your qualifications to serve as a Court Commissioner.

13. If you are now an officer or director of any business organization or otherwise engaged in the management of any business enterprises, please provide the following: the name of the enterprise, the nature of the business, the title of your position, the nature of your duties, and the term of your service. If you are appointed and do not intend to resign such position(s), please state this below along with your reasons for not resigning.

14. Please list all chairmanships of major committees in bar associations and professional societies and memberships on any committees that you have held and believe to be of particular significance.

Judicial Interest and Professional Experience

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

Discipline and Disputes

20. 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 infractions.)** Please feel free to provide your view of how it bears on your fitness for judicial office.

21. Has a client ever made a claim or suit against you for malpractice? **Yes / No.** If you answered “yes”. Please provide details and the current status of the claim and/or suit.

22. Please describe your direct experience, if any, with domestic violence and sexual harassment.

23. Have you been a party in interest, witness, or consultant in any legal proceeding? **Yes / No.** If you answered “yes”, please provide details. Do not list proceedings in which you were merely a guardian ad litem or stakeholder.

Superior Court Commissioner Supplemental Questionnaire

24. Have you ever been the subject of a complaint to any bar association, disciplinary committee, court, administrative agency or other professional group? **Yes / No.** If you answered “yes”, please provide details.

25. Have you ever been disciplined or cited for breach of ethics or unprofessional conduct? **Yes / No.** If you answered “yes”, please provide details.

26. If you have served as a judge, commissioner, or in any judicial capacity, has a complaint for misconduct in that capacity ever been made against you? **Yes / No.** If you answered “yes”, please provide details.

Miscellaneous

27. Are you aware of anything that may affect your ability to perform the duties of a court commissioner? **Yes / No.** If you answered “yes”, please provide details.

28. Have you published any books or articles in the field of law? If so, please list them, giving the citations and dates. Also, please give the dates and forums of any Continuing Legal Education presentations that you have made within the past 5 years.

Superior Court Commissioner Supplemental Questionnaire

29. Please list any honors, prizes, awards or other forms of recognition that you have received and whether they were professional or civic in nature.

30. Are you aware of anything in your background or any event you anticipate in the future that might be considered to conflict with the Code of Judicial Conduct? **Yes / No**. If you answered “yes”, please explain.

Access to Justice

31. Please describe activities that you have engaged in to eliminate bias or improve access to the judicial system for indigent populations and ethnic, racial and sexual minorities. As a member of the bench, what, if any, role do you believe a court commissioner has to enhance equal access to justice?

32. Please describe the frequency, time commitment and substantive nature of your direct participation of free legal services to indigent populations, and ethnic, racial and sexual minorities.

Diversity in the Legal Profession

33. Please briefly describe how diversity within the legal profession is important to you.

References

It is useful for evaluators to speak with attorneys and non-attorneys who are familiar with you. One or more participants in the evaluation process may contact each of your references. All telephone numbers should be current and legible. If a reference is unreachable, your rating/evaluation may be delayed. **Please use a separate piece of paper for each list.** You may contact references in advance if you so desire. Individuals not listed by you as a reference may be contacted to obtain information about you. **PLEASE DO NOT SEND LETTERS OF REFERENCE AS THEY WILL NOT BE CONSIDERED IN THIS PROCESS.**

34. If you have been a judge, court commissioner or otherwise have served as a neutral decision-maker within the past five years, please list the names and phone numbers of the last five attorneys who have appeared before you.

35. List the names and phone numbers of up to **three** attorney and **three** non-attorney references whose opinions or observations – particularly with respect to your commitment to improving access to the judicial system for indigent populations, people of color, and disenfranchised communities – would assist in the consideration of your application.

36. For the last **five** trials in which you participated (whether as trial lawyer or decision-maker), list as appropriate the following for each: case name, subject matter, court, judge (w/ phone number), and opposing counsel or counsel appearing before you (w/ phone number).

Certification

37. By signing below, I declare under penalty of perjury under the laws of the State of Washington that the information provided by me in responding to this questionnaire is true and correct to the best of my knowledge.

Date _____

Signature _____

You are asked not to communicate with Spokane Superior Court judicial officers concerning this position, your qualifications for this position or your application/questionnaire. All inquiries must be directed to Ron Miles, Superior Court Administrator, by phone at (509) 477-4401.

APPLICATIONS AND SUPPLEMENTAL MATERIALS MUST BE RECEIVED IN THE OFFICE OF THE SUPERIOR COURT ADMINISTRATOR NO LATER THAN THE CLOSE OF BUSINESS ON SEPTEMBER 20, 2013.

Spokane County Superior Court

WSBA RELEASE

I, _____, WSBA No _____, have applied for the position of Spokane County Superior Court Commissioner.

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 Spokane County Superior Court Administrator and judges.

Dated this _____ of _____, _____

Signature of Member and WSBA No.

Printed Name

I, _____, WSBA No. _____, decline to authorize the release of confidential discipline information to the Spokane County Superior Court Administrator and judges.

Signature of Member and WSBA No.

Printed Name

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.

Name (printed)

Signature

Date