

SPOKANE SUPERIOR COURT **COURT COMMISSIONER VACANCY**

Spokane County Superior Court is accepting applications to fill the position of Superior Court Commissioner. Application materials must be received no later than the close of business on Friday, June 27, 2014. The starting date is anticipated to be September 2, 2014. All applicants must have been admitted to the practice of law in the State of Washington for five years and must be members in good standing of the Washington State Bar Association. *Per Court policy, a thorough criminal background investigation will be conducted on all applicants. Applicants are strongly urged to divulge complete criminal history information.*

Salary: \$132,908.55/yr. plus excellent benefits. To apply, submit a Spokane County Employment Application, the Superior Court Commissioner Supplemental Questionnaire, and the Washington State Bar Association Release of Information/Confirmation of Citizenship form. These forms may be obtained on the court's website at: www.spokanecounty.org/superiorcourt or by contacting the court administrator.

Applicants are asked **not** to communicate with Spokane Superior Court judicial officers concerning this position. All inquiries must be directed to Ron Miles, Superior Court Administrator, by phone at (509) 477-4401.

Submit application materials to: Ron Miles, Superior Court Administrator, Courthouse, 1116 W. Broadway, Spokane, WA 99260 no later than June 27, 2014.



CLASS SPECIFICATION

SUPERIOR COURT COMMISSIONER

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.

EXAMPLES OF DUTIES (Duties may include, but are not limited to the following.)

Hear and determine all matters in probate, make and issue all proper orders, and issue citations in all cases where same are authorized by the probate statutes of the state of Washington.

Grant and enter defaults and enter judgment thereon.

Issue temporary restraining orders and injunctions, and fix and approve bonds thereon.

Act as a referee in all matters and actions referred by the Superior Court judges, with all the powers conferred by law.

Hear and determine all proceedings supplemental to executions, with all powers conferred upon the judge of the Superior Court in such matters.

Hear and determine all petitions for the commitment of any person, including minors alleged to be mentally ill, with all the powers of the Superior Court in such matters: Provided that in cases where a jury is demanded, same shall be referred to a Superior Court judge.

Hear and determine ex parte and uncontested civil matters of any nature, and hear contested civil matters as directed by the Superior Court Judges.

To grant adjournments, administer oaths, preserve order, compel attendance of witnesses, and to punish for contempt in the refusal to obey or the neglect of lawful orders made in any matter before him or her as fully as the judge of the Superior Court.

To take acknowledgments and proofs of deeds, mortgages and all other instruments requiring acknowledgment under the laws of this state, and to take affidavits and depositions in all cases.

Provide an official seal upon which shall be engraved the words “Court Commissioner,” and the name of the county, and authenticate official acts in all cases where necessary.

Charge and collect, for his/her own use, the same fees for the official performance of official acts mentioned in RCW 2.24.040(4), (11), as provided by law for referees and notaries public.

Hear and determine small claims appeals as provided in chapter 12.36 RCW.

In adult criminal cases, preside over arraignments, preliminary appearances, initial extradition hearings, and noncompliance hearings pursuant to RCW 9.94A.634; accept pleas if authorized by local court rules; appoint counsel; make determinations of probable cause; set, amend, and review conditions of pretrial release; set bail; set trial and hearing dates; authorize continuances; and accept waivers of the right to speedy trial.

Hold settlement and conciliation conferences, make written reports of all proceedings which shall become a part of the record of the family court, and cause such other reports to be made and records kept as will indicate the value and extent of such settlement and conciliation service.

Hear and determine all Family Law matters conferred upon the Superior Court under RCW Title 26, including but not limited to dissolutions of marriage and related child custody matters, all paternity matters including petitions to establish parenting plans, all child support matters including modifications and adjustments, all adoption matters including relinquishment and termination of parental rights, all third party custody matters, and all domestic violence petitions and requests for restraining orders.

Hear and determine matters involving juvenile offenders, including but not limited to review of probable cause affidavits, detention hearings and setting of release conditions, arraignments, trials, pleas, dispositions, probation violations, restitution hearings, and issuance of warrants;

Hear and determine matters in juvenile court dependency cases, including but not limited to pick up orders, and hearings regarding shelter care, fact finding, disposition, review, motions, permanency planning, and relinquishment of parental rights;

Hear and determine matters in Juvenile Court involving children under the BECCA Act (truancy, Child in Need of Services and At Risk Youth matters), including but not limited to hearings regarding fact finding, disposition, review, and contempt.

Conduct and determine matters in guardianship proceedings under RCW Titles 11 and 13, including but not limited to appointment of guardians and guardians ad litem and review of care plans, accountings and trusts.

Provide such other supervision in connections with the exercise of its jurisdiction as the presiding judge may order.

Perform other related duties as required.

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/Court employees, and County/Court leadership. 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.