

COURT COMMISSIONER

COURT OF APPEALS, DIVISION I

Seattle, Washington

The Court of Appeals – Division I in Seattle, Washington is seeking to fill a full time Court Commissioner position.

Duties And Responsibilities

Appellate court commissioners are judicial officers appointed by the judges of their respective courts to act as judges in (1) deciding appeals, (2) deciding procedural matters, and (3) performing other duties as provided in the Rules of Appellate Procedure (RAP), Court of Appeals Administrative Rules (CAR), and as assigned by their courts.

At Division I, the commissioner's primary responsibilities are hearing and deciding motions for discretionary review, procedural motions, petitions for attorney fees and costs, matters requiring emergency decisions, and appeals from orders of dependency and terminating parental rights. As judicial officers, appellate court commissioners are subject to the Code of Judicial Conduct and are responsible to the Chief Judge of the division in which they serve.

Please refer to the Job Description for a complete list of duties and responsibilities.

Minimum Qualifications

Pursuant to Court of Appeals Administrative Rule 16, Commissioners must be a member in good standing of the Washington State Bar Association **and** have five years experience in the practice of law or in a judicially related field.

Desirable Qualifications

The preferred candidate will have:

- Excellent writing skills
- Judicial courtroom demeanor
- Superior organizational ability
- Affinity for collaborative problem-solving
- Experience supervising legal and non-legal staff
- Well developed technology skills and experience working with electronic documents and workflows



A complete description of the position, including application instructions, can be found [here](#). The career section of our website also contains a complete list of other current employment opportunities.

Salary and Benefits

- \$160,248 per year
- Medical/Dental, Life Insurance and Long Term Disability Insurance programs
- Paid Vacation and Sick Leave
- State Retirement Plan

Application Information

This position will close on December 20, 2019, selection of a candidate is expected to be made in early February 2020.

Submit a [cover letter](#), [resume](#), [writing sample](#) and completed [judicial branch application](#) (found at bottom of page [here](#)) by postal service, email, or fax to:

Administrative Office of the Courts
Attention: Human Resources
P.O. Box 41170, Olympia, WA 98504-1170
Fax: 360-586-4409
Email: Employment@courts.wa.gov (preferred)

No applications will be accepted by the Court of Appeals. Please submit all applications as indicated above.

The Court of Appeals is an equal opportunity employer and does not discriminate on the basis of gender, pregnancy, race, color, national origin, ancestry, religion, creed, physical, mental or sensory disability (actual or perceived), use of a service animal, marital status, sexual orientation, gender identity or expression, veteran or military status, age, HIV or Hepatitis C status, or any other basis protected by federal or state law. Persons of disability needing assistance in the application process, or those needing this announcement in an alternative format, please contact Colleen Clark, AOC Human Resource Office, at (360) 704-4143 or fax (360) 586-4409, or via email to Employment@courts.wa.gov.