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JOB #2020-1

COURT COMMISSIONER

COURT OF APPEALS, DIVISION III

Spokane, Washington

The Court of Appeals, Division III in Spokane, 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.

Please refer to the Job Description for a complete list of duties and responsibilities (www.courts.wa.gov/employ).

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
- Superior organizational ability
- Collaborative problem-solving skills

Salary

The salary for this position is \$160,244 per year.

Application Information

This position will close at 5:00 p.m. on **Friday, February 7, 2020.**

Applications should include all of the following:

- a letter of interest addressing the qualifications for the position,
- a comprehensive resume with three (3) legal references,



- the names and contact information for at least three opposing counsel in cases litigated over the past three years. Applicants whose employment has not involved litigation within the last three years need not provide this information.
- three (3) legal writing samples representing your own work, and
- a Judicial Branch Application for Employment (located at the bottom of the [Washington Courts Employment Page](#)).

Please submit to:

Administrative Office of the Courts

ATTN: Human Resources

PO Box 41170, Olympia, WA 98504-1170

Or via email to employment@courts.wa.gov (preferred; PDF format is also 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.