



## Pro-Tem Commissioners and Term-Limited Temporary Family Law Commissioner

**DEPARTMENT:** KCSC - Superior Court  
**SALARY:** \$104.23 - \$104.23 Hourly  
**LOCATION:** Multiple locations in King County  
**JOB TYPE:** Regular, Part Time, Std Wkly Hrs Vary  
**CLOSING DATE:** 10/18/21 11:59 PM

### SUMMARY:

**This posting is to fill:**

- **ONE Term-Limited Temporary Family Law Commissioner, and**
- **MULTIPLE Commissioner Pro-Tempore positions:**

**Term-Limited Temporary Family Law Commissioner through December 31, 2022.**

The annual salary for a full-time Term-Limited Temporary (TLT) Commissioner is \$189,691. The Term-Limited Temporary Commissioner receives full medical, dental, vision and pension benefits. Candidates wishing to be considered for the full-time Term-Limited Temporary Family Law Commissioner position **must** indicate on this application form that they also wish to be considered for the Family Law Commissioner Pro-Tempore position.

**Commissioner Pro-Tempore, Family Law Calendar, Dependency Calendar, and Juvenile Offender Calendar**

The hourly pay rate for commissioners Pro-Tempore is \$104.23 .

**Who may apply:** This position is open to attorneys licensed to practice in Washington State. **Current Pro-Tempore Commissioners who wish to be reappointed must re-apply.**

These positions are at-will and are not represented by a union.

### Work Schedule:

The Commissioner Pro-Tempore is an **intermittent, temporary position**, filling in when a sitting judicial officer is unavailable. The hours of work are typically between 8:30 a.m. and 4:30 p.m. Monday through Friday.

The TLT Family Law Commissioner is salaried and not eligible for overtime. The court's business hours are 8:30 AM - 4:30 PM Monday through Friday. The TLT Family Law Commissioner's position

may require work outside of and in addition to these hours.

**Work Location:** These positions may serve in any of the King County Superior Court facilities: King County Courthouse - 516 3rd Avenue, Seattle, WA 98104; Clark Children and Family Justice Center- 1211 East Alder Street, Seattle, WA 98122 ; Maleng Regional Justice Center - 401 4th Avenue N., Kent, WA 98032.

**Required Application Materials:**

1. You must completely fill out the on-line application with your relevant education and work experience. **Applications that state "see my resume" are considered incomplete and will not be accepted.**
2. You must include a resume and a letter of interest describing how you meet or exceed the requirements of the position. These materials are supplemental to your application.
3. You must complete and attach the following:
  - **Confirmation of Citizenship form, per RCW 2.24.010**
  - **WSBA Release**
  - **Criminal Records Background Check form**

**Electronic versions of these documents may be found at the link below, under "*Work for Superior Court*":**

<https://www.kingcounty.gov/courts/superior-court/get-help/general-information.aspx>

**JOB DUTIES:**

**Term-Limited Temporary and Pro-Tempore Commissioner, Family Law**

In accordance with RCW 2.24.040 and RCW 26.12.060 the Term-Limited Temporary and Pro - Tempore Family Law Commissioner's duties include presiding over matters pertaining to Family Law cases involving both self-represented persons as well as persons who are represented; and performing other related duties as assigned by the Presiding Judge, when a sitting Commissioner is unavailable. These duties include, but are not limited to:

- The determination of temporary orders, including temporary parenting plans, child support, spousal maintenance, use of property and restraining orders.
- Determination of adequate cause for parenting plan modifications.
- Domestic Violence Protection Order hearings.
- Review of agreed and default final orders in the agreed orders queue.
- Child support trials by affidavit

**Commissioner Pro-Tempore, Dependency Calendars**

In accordance with RCW 2.24.040 and RCW 26.12.060 the Pro-Tempore Dependency/FTC/ARY/CHINS and Truancy Commissioner's duties include presiding over matters pertaining to Dependency and Termination cases as defined in RCW Chapter 13.34; and performing other related duties as assigned by the Presiding Judge or Dependency Lead Judge, when a sitting judicial officer is unavailable. These duties include, but are not limited to:

- Efficiently and effectively conduct shelter care hearings and determine shelter care.
- Address and incorporate requirements and procedures of state and federal Indian Child Welfare Act.
- Determine safe and appropriate placement of children, visitation, and services for families.
- Conduct Review and Permanency Plan Hearings, making findings of compliance and progress regarding parents of children in dependency, Extended Foster Care, and Legally Free status.
- Issuance of Restraining Orders under RCW Chapter 26.44.
- Review and authorize warrants and pick-up orders.
- Review and rule upon procedural and substantive motions.
- Issuance of Agreed Dependency Orders and Termination of Parental Rights based on Publication.
- Conduct Disposition hearings.
- Conduct hearings regarding Special Immigrant Juvenile Status and Vulnerable Youth Guardianships.
- Conduct court proceedings remotely utilizing the Zoom videoconferencing application.
- Participate in staffing and conduct hearings and proceedings in Family Treatment Court.
- Efficiently and effectively preside over At Risk Youth and Child in Need of Services hearings and fact-findings.

#### **Commissioner Pro-Tempore, Juvenile Offender and Civil Calendars**

Pro-Tempore Juvenile Commissioners preside over Juvenile Offender calendars as well as the Becca (ARY/CHINS) and Truancy calendars, as defined by RCW 13.40, 13.32A, and 28A.225 respectively. These calendars include but are not limited to:

- Efficiently and effectively presiding over First Appearance Hearings, Arraignments and other procedural matters.
- Efficiently and effectively presiding over hearings related to a young person's detention status or compliance with pre or post resolution conditions.
- Efficiently and effectively conduct disposition hearings of various types.
- Efficiently and effectively conduct discovery and other pre-fact finding hearings.
- Conduct ARY/CHINS fact findings and review hearings of various types.

### **EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:**

#### **All positions:**

Applicants must meet the requirements of RCW 2.24.010. Membership in good standing with the Washington State Bar Association, with no history of discipline by the Washington State Bar Association, is required. Must be able to use a personal computer, Microsoft Office programs, and the Zoom videoconferencing application.

Knowledge of the judicial system, including dependency law in RCW Chapter 13.34 and King County local rules, statutes, legal principles and case precedents, court procedures, King County Superior Court protocols and King County Superior Court calendaring practices is required.

The ability to objectively identify, analyze and interpret legal issues, principles and arguments; direct and control courtroom proceedings in a decisive, orderly, equitable and trauma-informed manner is required. A successful candidate will be able to communicate orally and in writing in a concise, professional, and effective manner, exercise appropriate judicial temperament and demeanor, and effectively handle pressure in difficult and unexpected situations by responding in a calm, trauma informed and rational manner.

The ability to effectively manage a high volume court calendar within appropriate time frames, including the requisite reading and preparation, is required. Knowledge and experience with therapeutic court models and practice, as well as recovery frameworks within the child welfare system is preferred but not required.

The ability to proficiently use court-based technology programs, including KC Script, KCMS, ShareFile, and E-Filing is required.

**Term-Limited Temporary and Commissioner Pro-Tempore, Family Law:**

At least 50% of the applicant's current practice and a minimum of five years of experience must be in the area of family law under RCW Title 26. Familiarity with King County Family law rules and practice is required.

**Commissioner Pro-Tempore, Dependency:**

A minimum of five years of experience in the area of dependency under RCW Title 13 is required, as is familiarity with King County Juvenile Court rules, policies, and practices. For attorneys currently practicing dependency with caseloads at or above 25% of their practice, applications will be considered on a case-by-case basis to address potential issues with conflicts, appearance of fairness, and records access. Familiarity with RCW Chapter 13.32A (ARY/CHINS) and/or truancy under RCW 26A.225.090, as well as offender work, is desirable.

**Commissioner Pro-Tempore, Juvenile Offender and Civil Calendars:**

Pro-Tempore Juvenile Commissioners must be agreed upon in writing by the parties litigant, or their attorneys of record, approved by the court, and sworn to try the case. There is a preference for those with at least three years of experience practicing in criminal law, ideally including experience in cases brought under RCW Title 13.40. Experience with ARY/CHINS and Truancy calendars is desirable but not necessary. There is also a preference for those who have worked with juveniles in some capacity, in areas of criminal justice reform, and/or have exhibited a commitment to public service.

**SUPPLEMENTAL INFORMATION:**

**Necessary special requirements:** The ability to reliably travel throughout the county is required. Finalists are subject to the Washington State Patrol criminal background check and a reference check. Criminal background records are not automatically disqualifying.

*As of December 6, 2021, King County Superior Court employees are required to be fully vaccinated against COVID-19. Your response to questions regarding your vaccination status will be reviewed as part of Superior Court's hiring process.*

**Selection process:** Application materials will be screened for qualifications and offers will be made to the most competitive candidates.

**Union membership:** These positions are not represented by a union.

If you have questions regarding this position, please call King County Superior Court Human Resources at 206-477-1536.

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APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.kingcounty.gov/>

King County Administration Bldg.  
500 4th Ave. Rm. 553  
Seattle, WA 98104  
206-477-3404

[kathryn.schipper@kingcounty.gov](mailto:kathryn.schipper@kingcounty.gov)

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Job #2021-14268  
PRO-TEM COMMISSIONERS AND TERM-LIMITED  
TEMPORARY FAMILY LAW COMMISSIONER