



Commissioner Pro-Tempore - Ex Parte

DEPARTMENT: KCSC - Superior Court
SALARY: \$104.23 - \$104.23 Hourly
LOCATION: Multiple locations in King County
JOB TYPE: Short Term Temporary, Part Time, Std Wkly Hrs Vary
CLOSING DATE: Continuous

SUMMARY:

This is a re-opening of a position that was previously posted from October 7 to October 18, 2021. Candidates who submitted complete applications for that posting and who still wish to be considered do not need to re-apply, but may update their materials consistent with this position description.

This posting is open until a sufficient number of candidates have been hired to serve as Commissioners Pro-Tempore for the Ex Parte Calendar.

This posting is to fill multiple Ex Parte Commissioner Pro-Tempore positions.

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. 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.

Work Location: These positions may serve in the following King County Superior Court facilities: King County Courthouse - 516 3rd Avenue, Seattle, WA 98104; 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 and the percentage of your practice that involves adult and/or minor guardianship pursuant to the Uniform Guardianship Act, unlawful detainers, probate/TEDRA, and civil protection orders. 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:

Ex Parte: *Pro-Tempore* Ex Parte Commissioners hear matters in the Ex Parte Department, including but not limited to the following issues:

- Guardianship
- Trusts
- Probate
- Trust and Estate Dispute Resolution (TEDRA) matters
- Commercial and residential unlawful detainers
- Civil Temporary Restraining Orders
- Receivership and foreclosure
- Debt collection
- Temporary custody/restraining orders in Family Law matters
- Temporary Domestic Violence Protection Orders, Temporary Anti-Harassment Protection Orders, Temporary Anti-Stalking Protection Orders, Extreme Risk Protection Orders, and Sexual Assault Protection Orders
- Temporary Orders to Surrender Weapons
- Adoption of children and adults and other orders relating to adoption petitions
- Ex Parte and uncontested civil matters of any nature, subject to local rule Family Law matters under RCW 26.09, including dissolutions of marriage and legal separations for uncontested cases.
- Other matters as assigned by the Presiding Judge.

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:

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 effectively use a personal computer, Microsoft Office programs, and the Zoom videoconferencing application.

Knowledge of the judicial system 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. At least 50% of the applicant's current practice and five years of recent experience must be in the areas of Adult and Minor Guardianships, Trusts, Estates, and TEDRA. Knowledge of Family Law, Civil Protection Orders, and/or Unlawful Detainer actions is preferred.

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 involving self-represented litigants, within appropriate time frames, including the requisite reading and preparation, is required.

The ability to proficiently use court-based technology programs, including KC Script, KCMS, Ex Parte via the Clerk, Orders for Review, and E-Filing is required.

The ability to utilize a variety of web-based remote platforms to facilitate telephone and video appearances in cases where permitted by these rules, court order, statutes, or other rules of the court is required.

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 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.

King County Superior Court is an Equal Employment Opportunity (EEO) Employer

No person is unlawfully excluded from employment opportunities based on race, color, religion, national origin, sex (including gender identity, sexual orientation and pregnancy), age, genetic information, disability, veteran status, or other protected class. Our EEO policy applies to all employment actions, including but not limited to recruitment, hiring, selection for training, promotion, transfer, demotion, layoff, termination, rates of pay or other forms of compensation.

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

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.kingcounty.gov/>

Job #2022-16216
COMMISSIONER PRO-TEMPORE - EX PARTE
GF

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

An Equal Opportunity Employer
