



Family Law Court Commissioner - Ex Parte Department

DEPARTMENT: KCSC - Superior Court
SALARY: \$193,011.00 - \$193,011.00 Annually
LOCATION: Maleng Regional Justice Center, 401 4th Ave N., Kent
JOB TYPE: Term Limited Temporary, Full Time, 35 hrs/wk
CLOSING DATE: 01/02/23 11:59 PM

SUMMARY:

King County Superior Court is recruiting for a current opening for Family Law Commissioner – Ex Parte Department. This is a full-time **Term-Limited Temporary position. The duration of this appointment is anticipated to be through December 31, 2023.**

Commissioners generally fill a variety of statutory and constitutional responsibilities and can preside over the Ex Parte, Probate, Family Law, Juvenile Court dependency and offender, Involuntary Treatment Act and Criminal Plea calendars as assigned by the Presiding Judge. They may be designated to sit as judges pro tempore from time to time.

This position is exempt from the Fair Labor Standards Act and is not overtime-eligible. This position is at-will and serves at the pleasure of the court.

Who May Apply: This position is open to attorneys licensed to practice in Washington State.

Work Schedule: The hours of work may vary but are typically between 8:30 a.m. and 4:30 p.m. Monday through Friday at one of the King County Superior Court facilities, with additional reading required outside of regular court hours.

Work Location: The primary work location is at the Maleng Regional Justice Center, 401 4th Ave. N., Kent, WA 98032; however, this position may serve in any of the King County Superior Court facilities: King County Courthouse - 516 3rd Ave, Seattle WA 98104; Patricia Clark Children and Family Justice Center – 1211 E. Alder, Seattle, WA 98122.

ADDITIONAL MATERIALS REQUIRED: Please include a resume and cover letter describing how you meet or exceed the requirements for this position. **The following additional documents are required:**

- **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>

If you are unable to access these documents electronically, you may obtain them by calling King County Superior Court Human Resources at (206) 477-1536.

These materials are supplemental to your application. You must still completely fill out the application with your relevant education and work experience. Your application may be rejected as incomplete if you include relevant information only on the resume or cover letter, or if you reference "see resume" on your application.

Please note that you can attach multiple documents to your application. You may:

- 1) Copy and paste one or more documents into the text resume section of your application, **OR**
- 2) Attach multiple documents/files in the attachment section of your application.

JOB DUTIES:

Family Law Commissioner – Ex Parte Department:

Family Law Commissioners assigned to the Ex Parte Department will be assigned to cover for sitting Constitutional Ex Parte Commissioners and hear matters 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
- Vulnerable Adult Protection Orders
- Receivership and foreclosure
- Debt collection
- 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.

Family Law Commissioners assigned to the Ex Parte Department will hear family law and protection order matters, including but not limited to, the following issues:

- Temporary custody/restraining orders in Family Law Matters
- Restraining orders
- Uncontested dissolutions of marriage

- Uncontested legal separations
- Temporary Civil Protection Orders including Domestic Violence Protection Orders; Anti-Harassment Protection Orders; Anti-Stalking Protection Orders; Extreme Risk Protection Orders; Sexual Assault Protection Orders; and Vulnerable Adult Protection Orders
- Temporary Orders to Surrender Weapons

Other matters as assigned by the Presiding Judge.

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:

Required Experience, Qualifications and Knowledge:

Applicants must meet the U.S. citizenship 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.

Knowledge of the judicial system, including applicable law 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, and equitable manner, communicate orally and in writing in a concise and effective manner, exercise appropriate judicial temperament and demeanor, and effectively handle pressure in difficult and unexpected situations by responding in a calm and rational manner, is required.

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 and E-Filing is required. Experience using, Ex Parte via the Clerk, Orders for Review, KCMS, and SCOMIS is preferred.

Must be able to effectively use a personal computer and Microsoft Office programs including MS Teams and Zoom. The ability to utilize a variety of web-based remote platforms to facilitate telephone and video appearances in cases when permitted by court rules, court order, statutes, or other applicable authority is required.

Family Law Commissioner assigned to the Ex Parte Department: 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, TEDRA, Civil Protection Orders, Family Law, or a combination of the above. Knowledge of Unlawful Detainer actions is preferred.

SUPPLEMENTAL INFORMATION:

Necessary special requirements: The ability to reliably travel throughout the county is required, including to the Maleng Regional Justice Center - 401 4th Avenue N., Kent, WA 98032, and King County Courthouse - 516 3rd Avenue, Seattle, WA 98104, on occasion. Finalists are subject to the Washington State Patrol criminal background check and a reference check. Criminal background records

are not automatically disqualifying.

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.

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: This position is at-will and is not represented by a union.

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 #2022-17638
FAMILY LAW COURT COMMISSIONER - EX
PARTE DEPARTMENT

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

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