



Thurston County Superior Court is looking for a
candidate to serve as one of three
Constitutional Commissioners

SUPERIOR COURT COMMISSIONER

Open until January 8, 2025.





SUPERIOR COURT

Thurston County, Washington

THURSTON COUNTY

Thurston County is located at the southern end of the Puget Sound in the beautiful Pacific Northwest. The majestic Mount Rainier and the rugged Cascades are nearby to the east, while Washington's Pacific coastline is just an hour's drive to the west. Thurston County is 60 miles south of Seattle, Washington, and 100 miles north of Portland, Oregon.

Thurston County is home to Washington's state capital, the city of Olympia, and includes neighboring cities, Lacey and Tumwater. The County is now home to over 300,000 residents living in Olympia, Tumwater, Lacey, Yelm, Tenino, Bucoda, Rochester, or in the unincorporated areas. While we have the convenience of a modern city, we still have small town charm.

Thurston County boasts a number of freshwater lakes, miles of hiking and biking paths, public prairie lands, and the adjoining 3,700-acre Nisqually National Wildlife Refuge, all of which provide many opportunities for outdoor recreation. Clean air, clean water, a healthy economy, and close proximity to major metropolitan areas make Thurston County one of the most desirable places in the country to live, work, and play.

SUPERIOR COURT



Thurston County Superior Court is a Court where all can safely and easily access the Court, its programs and services, and have an opportunity to be heard. Through well-trained judicial officers and court staff, the Court uses innovative techniques and manages public resources responsibly. The Court seeks community input to ensure public confidence in



SUPERIOR COURT (cont.)

the judiciary and to reflect the diverse community needs. The mission of Thurston County Superior Court is committed to serve the public through the prompt resolution of cases in a manner that ensures access and fair treatment.

Thurston County Superior Court is a state trial court of general jurisdiction. This court has state-wide jurisdiction and hears major criminal matters (felonies), civil cases including disputes regarding contracts, personal injury, state elections, real property, domestic relations, appeals from lower courts (Thurston County District and Municipal Courts), and appeals from state administrative agencies. The Main Campus is located in Olympia and Family and Juvenile Court (FJC) is located in Tumwater. FJC hears juvenile offender matters, adoptions, child dependency cases, family law, civil domestic violence and other protection order cases, as well as probate and guardianship cases.

Thurston County Superior Court has nine full-time elected judges and three full-time Superior Court Commissioners.

SUPERIOR COURT COMMISSIONER

The Court Commissioner position is an appointed, "at-will" position and serves at the pleasure of the Superior Court Judges. Below is a position overview:

- Conducts court calendars; presides over hearings; makes rulings, findings, judgments, and orders. Rules on matters ex parte.
- Deals tactfully and effectively in emotional and adversarial proceedings.
- As assigned, presides over proceedings in various judicial areas, which may include hearing family law, civil protection orders (domestic violence, vulnerable adult, unlawful harassment, stalking, extreme risk, and sexual assault), juvenile law, unlawful detainer, involuntary treatment act matters, probate, and guardianship as well as other matters as delegated by the Board of Judges.



SUPERIOR COURT

Thurston County, Washington

SUPERIOR COURT COMMISSIONER (cont.)

- Reviews court files, documents, authorities, and related materials to assess cases before and after hearings; prepares court orders, records, reports, correspondence, and other written materials pertaining to case findings.
- Defines issues, performs legal research, analyzes problems, evaluates alternatives, and makes appropriate findings and recommendations.
- Presides over and manages court proceedings in an efficient and respectful manner.
- Prepares clear and concise decisions and summaries of factual and legal issues in oral and written forms, both to attorneys and self-represented parties.
- Effectively represents the Court in contacts with the public, attorneys, law enforcement agencies, and other government jurisdictions.
- Establishes and maintains cooperative working relationships. Works well with the public and staff, including employees of court administration, the Clerk's Office, and the jail.
- Understands current social and economic problems and the way in which those problems affect youth and families.
- Understands and abides by the Code of Judicial Conduct and other ethical mandates.
- There are three constitutional Commissioner positions in Thurston County Superior Court.

COMPENSATION

Thurston County offers a monthly base salary of \$16,168.48. The County pays for employees' medical, dental, vision, and basic life insurance. Other benefits include Washington State PERS retirement, 11 paid holidays per year, paid time off, and an employee assistance program. Additional available benefits are: voluntary term life insurance, accidental death and dismemberment insurance, flexible spending account, and deferred compensation.

QUALIFICATIONS

- Graduation from an ABA accredited law school or successful completion of the APR 6 Law Clerk program.
- Active or judicial membership in good standing with the Washington State Bar Association, admitted to practice for at least five years before appointment, unless periods of inactive membership are due to previously holding a judicial position.
- Must successfully pass criminal background and reference checks.
- Must be a United States citizen.

QUALIFICATIONS (cont.)

- Must be able to operate a computer with applicable software, and office equipment to perform the duties and responsibilities of the position.
- Must be knowledgeable of legal principles and precedents and their application, statutory and constitutional laws of Washington State, and the legal areas to which they are assigned.
- At least 5 years of relevant experience.

TO APPLY

Submit your application, supplemental questionnaire, resume, and a letter of interest explaining why you seek the position and how you qualify through the County's on-line [job application system](#).

APPLICATION DEADLINE

Open until filled. To ensure consideration, please submit your materials by **January 8, 2025 at 5:00 p.m.**

EQUAL OPPORTUNITY EMPLOYER

Thurston County is committed to provide equal opportunity to all persons seeking or having access to its employment, services and activities, which is free from restriction based on race, sex, marital status, color, creed or religion, national origin, age, sexual orientation, including gender expression or identity, pregnancy, status as an honorably discharged veteran or military status, genetic information, or the presence of any sensory, mental or physical disability, unless based upon bona fide occupational qualifications. Applicants with disabilities who need accommodation with the application or selection process should contact Thurston County's Human Resources, at (360) 786-5498. Those who are deaf, deaf-blind, hard of hearing or speech impaired may use the statewide relay system to reach Thurston County offices and departments to conduct their business telephonically. Relay users can simply dial 7-1-1 (or 1-800-833-6388) to connect with Washington Relay.

