



City of Lynnwood Court Commissioner

SALARY	\$99.26 Hourly	LOCATION	Lynnwood, WA
JOB TYPE	Regular Full-Time Benefitted	JOB NUMBER	2025-00003
DEPARTMENT	MUNICIPAL COURT	OPENING DATE	01/06/2025
CLOSING DATE	1/27/2025 5:00 PM Pacific	FLSA	Exempt
BARGAINING UNIT	GSO		

Summary

The City of Lynnwood is seeking a Court Commissioner to join the Lynnwood Municipal Court!

Appointed by and under the direction of the Presiding Judge and in accordance with RCW 3.50.075, a Municipal Court Commissioner shall have such power, authority, and jurisdiction in criminal and civil matters as Municipal Court Judges possess and shall prescribe, except that when serving as a Commissioner, the Commissioner does not have authority to preside over trials in criminal matters, or jury trials in civil matters unless agreed to on the record by all parties. Municipal Court Commissioners are appointed by the elected Municipal Court Judges and shall hold office at the pleasure of the elected Municipal Court Judges.

Essential Functions

Municipal Court Commissioners shall report to the Presiding Judge and perform such duties as may be assigned by the Presiding Judge, including but not limited to:

- Preside over, with all the powers conferred upon the Municipal Court, the following Municipal Court matters:
 - Civil infractions to include mitigation and contested hearings in traffic, photo enforcement and parking matters;
 - Impound hearings;
 - Ex parte civil matters;
 - Criminal and civil motions;
 - Criminal trials when both parties agree to have a Municipal Court Commissioner preside over such trials;
 - In-custody hearings covering misdemeanor and gross misdemeanor matters;
 - Weekend and holiday in-custody paper court pursuant to CrRLJ 3.2.1.
 - Criminal proceedings to include preliminary appearances, arraignments, bail reviews, reviews of the conditions of release, pretrial and trial readiness hearings, plea and sentencing hearings;
 - Probation violation hearings; and
 - Therapeutic Court hearings.
- Be on-call 24 hours per day, every day, to review and respond to law enforcement officer requests for search warrants, except when on approved leave.

- Be present at the Courthouse during the hours of Court operation to review emergent matters and consult with staff, except when assigned elsewhere or on approved leave.
- Attend and participate in bench meetings as directed.
- Attend and participate in annual all-staff training and other trainings as directed by the Presiding Judge.
- Any other tasks or assignments as directed by the Presiding Judge.

Minimum Qualifications

A Municipal Court Commissioner shall be a lawyer who is admitted to the practice of law in the State of Washington or who has passed the qualifying examination for lay Judges as provided under RCW 3.34.060. Each commissioner must be admitted to the practice of law in the State of Washington and a member in good standing of the Washington State Bar Association for five (5) years.

Municipal Court Commissioners must attend the Washington State Judicial College within one year of appointment.

Additional Information

RECRUITMENT PROCESS:

All interested applicants are required to submit:

- City of Lynnwood online employment application
- Letter of Interest (not to exceed one page)
- Resume (not to exceed two pages)
- Lynnwood Municipal Court Judicial Appointment Questionnaire (via email)
- Waiver of Authorization to Release Information (via email)

Candidates will be contacted throughout this process via email and should periodically check their spam folders for messages filtered by their email providers.

PROCEDURES/DEADLINE:

Application materials may be accessed via email. Completed applications must be submitted through the City's online application system no later than 5:00p. on January 27, 2025. INCOMPLETE, FAXED, OR EMAILED APPLICATIONS WILL NOT BE ACCEPTED.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.

FLSA Status: Exempt

Bargaining Unit: Non-Represented; General Salary Ordinance

Agency

City of Lynnwood

Address

City of Lynnwood
19100 44th Ave West
Lynnwood, Washington, 98036

Phone

425-670-5083
425 670-5085

Website

<http://www.lynnwoodwa.gov/Jobs>