



King County

## Court Commissioner Pro-Tempore: Involuntary Treatment Act and/or Ex Parte

<b>SALARY</b>	\$119.15 Hourly	<b>LOCATION</b>	Multiple locations in King County, WA
<b>JOB TYPE</b>	Short Term Temporary, Part Time, Std Wkly Hrs Vary	<b>JOB NUMBER</b>	2024-23273
<b>DEPARTMENT</b>	KCSC - Superior Court	<b>DIVISION</b>	Judicial Officers
<b>OPENING DATE</b>	11/21/2024	<b>CLOSING DATE</b>	1/20/2025 11:59 PM Pacific
<b>FLSA</b>	Exempt	<b>BARGAINING UNIT</b>	Z5C : Superior Court Commissioners
<b>FULL- OR PART-TIME</b>	Part Time		

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### Summary

King County Superior Court is accepting applications for **Pro-Tempore Commissioners to support Involuntary Treatment Act and/or Ex Parte** calendars. Pro-Tempore Commissioners play a critical role in the Court's mission to equitably serve the diverse public by administering justice through accessible, inclusive, and unbiased forums for the fair, understandable, and timely resolution of legal matters.

This recruitment will supplement Superior Court's list of Pro Tempore Commissioners. Current Pro Tempore Commissioners for Involuntary Treatment Act and Ex Parte calendars will remain on the Court's list and are not required to submit a new application.

The hourly pay rate for Commissioners Pro-Tempore is \$119.15.

**Who may apply:** These positions are open to attorneys licensed to practice in Washington State.

**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 but may include additional hours for preparation and entry of orders outside of those hours. These positions are at-will and serve at the pleasure of the court.

**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; Involuntary Treatment Act Court, 908 Jefferson Street, Seattle, WA 98104.

**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: [Job opportunities - Superior Court - King County, Washington](#)

**Job Duties**

**Ex Parte:**

In accordance with RCW 2.24.040 and Article IV Section 23 of the Washington State Constitution, *Pro-Tempore Ex Parte*

Commissioners' duties include, but are not limited to, presiding over unlawful detainers, guardianships, trusts, probate and TEDRA matters, requests for restraining orders, agreed dissolutions, and adoptions. *Pro-Tempore* Ex Parte Commissioners hear matters involving both self-represented persons as well as persons who are represented, and perform other related duties as assigned by the Presiding Judge, when a sitting Commissioner is not available.

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

- Guardianship
- Trusts
- Probate
- Unlawful Detainers
- 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, Anti-Harassment, Anti-Stalking and Sexual Assault Protection Orders
- 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.

**Involuntary Treatment Act:**

In accordance with RCW 71.05 and 71.34, *Pro-Tempore* Involuntary Treatment Act Commissioners' duties include presiding over contested hearings and signing agreed orders under the Involuntary Treatment Act when a sitting Commissioner is not available. *Pro-Tempore* Involuntary Treatment Act Commissioners hear matters involving both self-represented persons as well as persons who are represented, and perform other related duties as assigned by the Presiding Judge, when a sitting Commissioner is not available.

*Pro-Tempore* Involuntary Treatment Act Commissioners preside over contested hearings under the Involuntary Treatment Act to determine if there is a legal and factual basis to order the involuntary commitment of individuals for psychiatric

treatment under RCW 71.05 and 71.34.

## **Experience, Qualifications, Knowledge, Skills**

### **Required Experience, Qualifications and Knowledge:**

All 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.

**Ex Parte:** At least 50% of the applicant's current practice and five years of recent experience must be in the areas of Unlawful Detainers, Guardianships, Trusts, Estates, TEDRA, or General Civil law. Knowledge of Family Law, Protection Orders or Unlawful Detainer actions preferred.

**Involuntary Treatment Act:** Applicants must have at least five years of experience in the area of involuntary civil commitments, mental health law, or comparable professional experience. Applicants must demonstrate a familiarity with psychiatric illnesses or with mental disorders as defined by the Diagnostic & Statistical Manual of Mental Disorders DSM-5.

### **All Applicants:**

Knowledge of the judicial system, including 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, including the requisite reading and preparation, is required.

The ability to proficiently use court-based technology programs, including E-filing, Script and KCMS is required. Must be able to use personal computer, Microsoft Office programs. and the Zoom videoconferencing application.

Successful applicants for these positions will be placed on a list maintained by the Court, and may be called to duty if needed, per King County Superior Court Local Court Management Rule 8. *Pro Tempore* Commissioners serve at the pleasure of the court.

## **Supplemental Information**

**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.

### **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.

**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 206-477-1529.

## **Benefits**

King County offers a highly-competitive compensation and benefits package designed to meet the diverse needs of our employees and support our employees' health and well-being. Eligible positions receive the following benefits and have access to the following programs:

- Excellent medical, dental, and vision coverage options: King County provides eligible employees with options, so they can decide what's best for themselves and their eligible dependents

- Life and disability insurance: employees are provided basic coverage and given the opportunity to purchase additional insurance for both the employee and eligible dependents
- Retirement: eligible King County employees may participate in a pension plan through the Washington State Department of Retirement Systems and a 457(b) deferred-compensation plan
- Transportation program and ORCA transit pass
- 12 paid holidays each year plus two personal holidays
- Generous vacation and paid sick leave
- Paid parental, family and medical, and volunteer leaves
- Flexible Spending Account
- Wellness programs
- Onsite activity centers
- Employee Giving Program
- Employee assistance programs
- Flexible schedules and telecommuting options, depending on position
- Training and career development programs

For additional information about employee benefits, visit our [Benefits, Payroll, and Retirement Page](#).

This is a general description of the benefits offered to eligible King County employees, and every effort has been made to ensure its accuracy. If any information on this document conflicts with the provisions of a collective bargaining agreement (CBA), the CBA prevails.

**NOTE:** Benefits for Term Limited Temporary (TLT) or Short Term Temporary (STT) positions, including leave eligibility and/or participation in the pension plan through the Washington State Department of Retirement Systems, will vary based upon the terms and details of the position. Short Term Temporary positions are not eligible for an ORCA transit pass.

For inquiries about the specifics of this position, please contact the recruiter identified on this job posting.

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**Agency**

King County

**Address**

King Street Center  
201 South Jackson Street  
Seattle, Washington, 98104

**Phone**

206-477-3404

**Website**

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

## **Court Commissioner Pro-Tempore: Involuntary Treatment Act and/or Ex Parte Supplemental Questionnaire**

### **\*QUESTION 1**

This application requires the following five documents: 1) Resume 2) Cover Letter 3) WSBA release 4) Criminal Background release 5) Confirmation of Citizenship. Please contact Superior Court Human Resources at (206) 477-1529 for WSBA release, Criminal Background Release and Confirmation of Citizenship forms if you cannot access these documents electronically. If you do not include these forms your application will be considered incomplete. Have you included these five documents?

☐ Yes

☐ No

### **\*QUESTION 2**

Are you a member in good standing of the Washington State Bar Association?

☐ Yes

☐ No

### **\*QUESTION 3**

For which Pro-Tempore Commissioner list do you wish to be considered?

☐ Ex Parte Pro-Tempore list

☐ Involuntary Treatment Act Pro-Tempore list

☐ Both lists

### **\*QUESTION 4**

For Ex Parte Pro-Tem List applicants: How many years have you practiced law in the areas of Unlawful Detainers, Guardianships, Trusts, Estates, or General Civil? If none, please enter "none." If you do not wish to be considered for the

Ex Parte Pro Tem list, please enter "N/A."

**\*QUESTION 5**

For Ex Parte Pro-Tem List applicants: What percentage of your current practice involves Unlawful Detainers, Guardianships, Trusts, Estates or General Civil law? If none, please enter "none." If you do not wish to be considered for the Ex Parte Pro-Tem list, please enter "N/A."

**\*QUESTION 6**

For Ex Parte Pro-Tem list applicants: What percentage of your practice in the past five years has involved Guardianships, Unlawful Detainers, Trusts, Estates or General Civil law? If none, please enter "none." If you do not wish to be considered for the Ex Parte Pro-Tem list, please enter "N/A."

**\*QUESTION 7**

For Involuntary Treatment Act Pro-Tem list applicants: How many years have you practiced in the area of involuntary civil commitments or mental health law? If none, please enter "none." If you do not wish to be considered for the Involuntary Treatment Act Pro-Tem list, please enter "N/A."

**\*QUESTION 8**

For Involuntary Treatment Act Pro-Tem list applicants: What percentage of your current practice involves involuntary civil commitments or mental health law? If none, please enter "none." If you do not wish to be considered for the Involuntary Treatment Act Pro-Tem list, please enter "N/A."

**\*QUESTION 9**

For Involuntary Treatment Act Pro-Tem list applicants: What percentage of your practice in the last five years involves involuntary civil commitments or mental health law? If none, please enter "none." If you do not wish to be considered for the Involuntary Treatment Act Pro-Tem list, please enter "N/A."

**\*QUESTION 10**

Identify all your experience as a neutral decision maker, e.g. judge (permanent or pro-tem), Court Commissioner (permanent or pro-tem), administrative law judge, arbitrator, hearing officer, etc. If none, please enter "none."



**\*QUESTION 11**

Have you ever been disciplined or cited for a breach of ethics or unprofessional conduct by, or is any investigation currently pending before any court, administrative agency, bar association, disciplinary committee or other professional group?

- ☐ Yes
- ☐ No

**\*QUESTION 12**

If you answered "Yes" to Question 11 above, please give the particulars, including resolution. If you answered "No," please enter "N/A."

**\*QUESTION 13**

Has a client ever made a claim or filed suit against you for malpractice or any other cause?

- ☐ Yes
- ☐ No

**\*QUESTION 14**

If you answered "Yes" to Question 13 above, please give the particulars. If you answered "No," please enter "N/A."

**\*QUESTION 15**

If you have ever sat as a judge, have you ever received any form of discipline by the Judicial Conduct Commission? If you have never sat as a judge, please enter "N/A."

**\*QUESTION 16**

Have you ever been adjudged guilty of a crime (excluding minor traffic offenses)?

- ☐ Yes
- ☐ No

**\*QUESTION 17**

If you answered "Yes" to Question 16 above, please give the particulars. If you answered "No," please enter "N/A."

**\*QUESTION 18**

Please describe your availability (approximate number of days per quarter) to serve, if called, including how much notice you require.

**\*QUESTION 19**

Identify three matters which you personally handled and which you personally found significant and briefly summarize the nature of each case. Please state why you found the matters significant. Describe the nature and date of your participation. Provide the case name and case number or, if reported, the case citation. Please provide the names and contact information for other counsel and judicial officers involved in these matters. If you have been a judge, include some cases that have been tried before you.

**\*QUESTION 20**

List the names, phone numbers and email addresses of opposing counsel and judicial officers for your last five trials, fact-finding hearings, or contested motions.

**\*QUESTION 21**

If you have been a judge or otherwise served as a neutral decision maker, list the names, phone numbers and email addresses of the attorneys who appeared before you in your last five significantly contested matters. If you have not served in this capacity, please enter "N/A."

**\*QUESTION 22**

If you served as a mediator or facilitator of dispute resolution, list the names, phone numbers and email addresses of the attorneys who appeared before you in the last five cases. If you have not served in this capacity, please enter "N/A."

**\*QUESTION 23**

List the names, phone numbers and email addresses of three non-attorney references whose opinions or observations would assist the committee in its evaluation of you.

**\*QUESTION 24**

**Please list the names and contact information for three attorney and three judicial officer references.**

\* Required Question