



# **Part-Time Superior Court Commissioner Clark County Superior Court**

Start Date: May 1<sup>st</sup>, 2025  
External Posting

## **JOB SUMMARY**

Clark County Superior Court is seeking a highly qualified and dedicated individual to serve as a Part-Time Superior Court Commissioner. The successful candidate will be responsible for performing judicial functions as authorized by law, including presiding over hearings, making rulings, and issuing orders in various types of cases. This is a part-time (0.4 FTE) Court Commissioner position, appointed by the Superior Court Judges. The Court continues to need more judicial resources and hopes that this position will expand in the near future.

APPLICATIONS MUST BE RECEIVED BY 5 P.M. no later than **March 30<sup>th</sup>, 2025**.

**If you have questions about the work of a Court Commissioner, you can communicate with the Court Commissioners. All other questions should be directed to Pamela Hartman Beyer, Superior Court Administrator.**

## **QUALIFICATIONS/EDUCATION:**

The position requires a bachelor's degree from an accredited, four-year college or university, a law degree from an ABA accredited law school (or admission pursuant to APR 6).

Eight (8) years of experience in the practice of law.

Five (5) years of experience practicing law in the State of Washington.

## **WORK EXPERIENCE:**

### **Certifications:**

Must be admitted to practice law in the state of Washington.

Must be a citizen of the United States.

Candidates with outstanding, unresolved (WSBA) complaints will not be considered.

Candidates will be expected to pass a criminal background check by either the Washington State Police or the Clark County Sheriff.

**Skills:**

Candidates should demonstrate exceptional interpersonal skills and the ability to cultivate effective relationships with the legal community, the Court, and its staff. They must exhibit outstanding writing, legal research, and analytical abilities. Furthermore, candidates should possess strong technical skills, as limited judicial assistance is provided.

**Examples of Duties:**

Duties may include, but are not limited to, the following:

The Court Commissioner is responsible for a broad spectrum of judicial duties. These duties include presiding over involuntary treatment hearings and various family law hearings, such as temporary child support determinations, uncontested dissolutions, legal separations, contempt matters, and ex parte proceedings. Furthermore, the Court Commissioner oversees cases related to domestic violence, sexual assault protection orders, harassment orders, juvenile offender matters, and dependency proceedings, including shelter care and fact-finding hearings.

**SELECTION PROCESS**

To apply, please fill out the online application through WorkDay and submit the following documents through WorkDay:

1. A resume, which outlines the professional knowledge, skills, years of experience, training/certifications, professional affiliations, and references.
2. A letter of interest, which describes education, experience, and other qualifications relating to the position
3. A signed release allowing the Washington State Bar Association to disclose compliant and resolution information to the Court Administrator. (Attached)

**Application Review** –Candidates will be evaluated based on the content of their applications. Those deemed most qualified will be invited to participate in the remainder of the selection process. Applications should demonstrate qualifications for this position.

**Oral Interview** – The interview will be job related and may include, but not be limited to, the qualifications outlined in the job announcement.

Employment references may be contacted for the final candidates.

**Salary Grade:**

Court Appointed. Current annual salary (.4) - \$82,171.20

SUPERIOR COURT OF  
THE STATE OF WASHINGTON FOR CLARK COUNTY  
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VANCOUVER, WA 98666-5000  
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Pamela Hartman Beyer  
SUPERIOR COURT ADMINISTRATOR

TELEPHONE (564) 397-2150  
FAX (360) 759-6621

## Authorization for Release of Confidential Information

I, \_\_\_\_\_, WSBA No. \_\_\_\_\_, authorize and request the Washington State Bar Association to disclose the record of disciplinary grievances filed against me and the status of otherwise confidential disciplinary investigations and proceedings, and to provide copies of non-public information to:

**Clark County Superior Court Administrator, Clark County Superior Court Judges and Commissioners.**

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Signature: \_\_\_\_\_

Print name: \_\_\_\_\_

WSBA No.: \_\_\_\_\_