



City of Tacoma Court Commissioner

SALARY	\$94.04 Hourly \$195,603.20 Annually	LOCATION	Tacoma, WA
JOB TYPE	Non-Classified	JOB NUMBER	4313-25A
DEPARTMENT	Municipal Court	DIVISION	Municipal Court
OPENING DATE	04/09/2025	CLOSING DATE	4/23/2025 5:00 PM Pacific

Position Description



The City of Tacoma Municipal Court is seeking a Court Commissioner to preside over and adjudicate a variety of hearings and trials related to criminal and civil cases in accordance with R.C.W. 3.66.010; impose appropriate sentences and penalties as prescribed by law; communicate with other City, County and State criminal justice agencies.

Responsibilities Include:

- Direct and control the proceedings and personnel involved in court hearings and trials including prosecuting and defense attorneys, defendants, witnesses, court clerks and others; preside over a variety of Municipal Court hearings and trials in criminal and civil cases in accordance with R.C.W. 3.66.010 or as otherwise assigned by law.
- Hear, try and adjudicate a variety of misdemeanor cases related to traffic and parking violations and other criminal offenses.
- Hear and make appropriate determinations in response to civil requests for Temporary Orders for Protection in domestic violence cases and impound hearings.
- Hear and weigh testimony and evidence presented to determine appropriate verdict of guilty or not guilty.
- Impose just sentences and penalties as prescribed by law; utilize remedial and behavioral modification programs as appropriate.
- Communicate with a variety of City departments including legal, police, fire, public works, metro parks and others regarding court cases.
- Communicate with various County agencies and offices regarding probation and defensive driving referrals, driving records and vehicle licensing, document service and domestic violence cases.
- Direct the preparation and maintenance of court dockets and support documents.

Qualifications

Juris Doctor (J.D.) or appropriate law degree, completion of specialized training as set forth in R.C.W. 46.63.050 and extensive experience in court administration.

Licenses, Certificates and Other Requirements

- Must be a member of the Washington State Bar Association
- Must Reside in Pierce County
- Must be a registered Pierce County voter

Selection Process & Supplemental Information

City of Tacoma Commitment to Diversity and Inclusion

Tacoma's diversity is its greatest asset. Tacoma embraces its multi-cultural and multi-ethnic character. Communities of color and immigrant communities are fundamental to Tacoma's entrepreneurial spirit, workforce, and long-term success. In Tacoma, equity and empowerment are top priorities, meaning that all Tacoma residents must have equitable opportunities to reach their full potential and share in the benefits of community progress. One of our goals is for the City of Tacoma workforce to reflect the community it serves. We actively work to eliminate racial and other disparities and welcome candidates with diverse backgrounds and/or multicultural skill sets and experiences. Our goal is for Tacoma to be an inclusive and equitable place to live, work, and play.

The City of Tacoma is an Equal Opportunity Employer and values diversity in its workplace. Applicants are considered for positions without regard to race, color, religion, sex, national origin, ancestry, age, marital or veteran status, disability, sexual orientation, gender identity, or any other basis prohibited by federal, state, and local laws.

Apply

Interested individuals should apply online and attach a detailed resume and cover letter describing their responsibilities as it relates to this position.

Applicants who have the strongest backgrounds related to the responsibilities of this position may be invited to participate in an interview. Appointment is subject to passing a background check and fingerprinting.

The City of Tacoma believes that each employee makes a significant contribution to our success. This job description is designed to outline primary duties, qualifications and job scope. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Communication from the City of Tacoma

We primarily communicate via e-mail during the application process. E-mails from cityoftacoma.org and/or neogov.com must be placed on your safe domain list to ensure that you receive notifications in a timely manner. As a precaution, you may also want to check your junk e-mail folders.

Should you have any questions about this position please call Human Resources at (253) 591-5400 before 4pm on the closing date.

City of Tacoma

Human Resources Department
747 Market Street
Tacoma, Washington, 98402-3764

Phone

253-591-5400

Website

<http://www.cityoftacoma.org>

Court Commissioner Supplemental Questionnaire

*QUESTION 1

Do you have a Juris Doctor (J.D.) or appropriate law degree, completion of specialized training as set forth in R.C.W. 46.63.050 and extensive experience in court administration?

- ☐ Yes
- ☐ No

*QUESTION 2

The following are requirements of this position, please select all that apply.

- ☐ I am a member of the Washington State Bar Association
- ☐ I reside in Pierce County
- ☐ I am a registered Pierce County voter
- ☐ None of the above

*QUESTION 3

Please tell us how you learned about this job opening.

- ☐ Job Interest Card notification
- ☐ Professional organization
- ☐ Military organization
- ☐ City of Tacoma employee
- ☐ Online job board posting
- ☐ Word of mouth
- ☐ LinkedIn
- ☐ Tacoma Training & Education Program (TTEP)
- ☐ Indeed
- ☐ Facebook
- ☐ Instagram
- ☐ Careers in Government
- ☐ Government Jobs
- ☐ Outreach Event
- ☐ National Diversity Network
- ☐ African American Job Network

- ☐ Disability Job Network
- ☐ Asian Job Network
- ☐ Latino Job Network
- ☐ Retirement Job Network
- ☐ LGBT Job Network
- ☐ Veteran Job Network
- ☐ Other

QUESTION 4

Please provide specific information regarding how you learned about this job opening. Thank you, your feedback will be used to evaluate our success reaching the public and refine our methods for future job postings.

* Required Question