



King County

Invites Applications for the Position of:

Commissioner Pro Tempore

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King County is committed to equity and diversity in the workplace. In addition, the county is committed to recruiting and maintaining a quality workforce that shares our guiding principles: collaborative, service-oriented, results-focused, accountable, innovative, professional and fair and just.

OPENING DATE/TIME: 12/26/17 12:00 AM (GMT -8:00)

CLOSING DATE/TIME: 2/13/18 11:59 PM (GMT -8:00)

SALARY: \$88.32 - \$88.32 Hourly

LOCATION: Multiple locations in King County

JOB TYPE: Short Term Temporary, Part Time, Std Wkly Hrs Vary

DIVISION: King County Superior Court

JOB NUMBER: 2017-07622

SUMMARY:

King County Superior Court is recruiting for two *Pro-Tempore* Commissioner positions: Ex Parte and Involuntary Treatment Act.

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 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.

In accordance with RCW 71.05 and 71.34, *Pro-Tempore* Involuntary Treatment Act Commissioners' duties include presiding over contested hearings 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.

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.

Who May Apply: This position is open to attorneys licensed to practice in Washington State. Current *Pro Tempore* Commissioners who wish to be reappointed must re-apply.

Work Schedule: This is an intermittent, temporary position, filling in when a sitting Commissioner is unavailable. The hours of work may vary but are typically between 8:30 a.m. and 4:30 p.m. Monday through Friday at the courthouse, with additional reading required outside of regular court hours. These positions are exempt from the Fair Labor Standards Act and are not overtime-eligible. 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 Ave, Seattle WA 98104; Juvenile Court - 1211 E. Alder, Seattle, WA 98122; Maleng Regional Justice Center, 401 4th Ave. N., Kent, WA 98032; Involuntary Treatment Act Court, 908 Jefferson St., Seattle, WA 98104

ADDITIONAL MATERIALS REQUIRED: Please include a resume and cover letter describing how you meet or exceed the requirements for this position. The following additional documents are required:

- **Confirmation of Citizenship form, per RCW 2.24.010**
- **WSBA Release**
- **Criminal Records Background Check form**

These required documents may be obtained by calling King County Superior Court Human Resources at (206) 477-1536

These materials are supplemental to your application. You must still completely fill out the application with your relevant education and work experience. Your application may be rejected as incomplete if you include relevant information only on the resume or cover letter, or if you reference "see resume" on your application.

Please note that you can attach multiple documents to your application. Your options are:

1) Copy and paste one or more documents into the text resume section of your application.

2) Attach multiple documents/files in the attachment section.

JOB DUTIES:

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

- Guardianship
- Trusts
- Probate
- 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: *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. Must be able to use personal computer and Microsoft Office programs.

Ex Parte: At least 50% of the applicant's current practice and five years of recent experience must be in the areas of 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 and equitable manner, communicate orally and in writing in a concise and effective manner, exercise appropriate judicial temperament and demeanor, and effectively handle pressure in difficult and unexpected situations by responding in a calm and rational manner, is required.

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 ECR and SCOMIS, is required.

SUPPLEMENTAL

INFORMATION:

SPECIAL REQUIREMENTS: Finalists must have successfully passed a criminal background check and reference check.

If you have questions regarding this position, please call King County Superior Court Human Resources at (206) 477-1536

Note: Online applications are preferred. However, if you cannot apply online, go to www.kingcounty.gov/jobs for other options.

If you need an accommodation in the recruitment process or an alternate format of this announcement, please inquire directly with the contact listed on the job announcement or the department's Human Resources Service Delivery Manager.

Commissioner Pro Tempore Supplemental Questionnaire

- * 1. This application requires the following 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) 477-1536 for WSBA release, Criminal Background Release and Confirmation of Citizenship forms. If you do not include these forms your application will be considered incomplete. Have you included these forms?
☐Yes ☐No
- * 2. Are you a member in good standing of the Washington State Bar Association?
☐Yes ☐No
- * 3. For which list do you wish to be considered?
☐ Ex Parte Pro Tem List
☐ Involuntary Treatment Act Pro Tem List
☐ Both Lists
- * 4. For Ex Parte Pro Tem List applicants: For how many years have you practiced law in the areas of 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."
- * 5. For Ex Parte Pro Tem List applicants: What percentage of your current practice involves 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."
- * 6. For Ex Parte Pro Tem List applicants: What percentage of your practice in the past five years has involved 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."
- * 7. For Involuntary Treatment Act Pro Tem List applicants: For 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."
- * 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."
- * 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."
- * 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."
- * 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

- * 12. If you answered "Yes" to Question 11 above, please give the particulars, including resolution. If you answered "No," please enter "N/A."
- * 13. Has a client ever made a claim or filed suit against you for malpractice or any other cause?
☐Yes ☐No
- * 14. If you answered "Yes" to Question 13 above, please give the particulars. If you answered "No," please enter "N/A."
- * 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."
- * 16. Have you ever been adjudged guilty of a crime (excluding minor traffic offenses)?
☐Yes ☐No
- * 17. If you answered "Yes" to Question 16 above, please give the particulars. If you answered "No," please enter "N/A."
- * 18. Please describe your availability (approximate number of days per quarter) to serve, if called, including how much notice you require.
- * 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.
- * 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.
- * 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."
- * 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."
- * 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.
- * 24. Please list the names and contact information for three attorney and three judicial officer references.
- * Required Question