Summary

The Family Court Commissioner is a full-time position appointed by the Superior Court Judges. The Court Commissioner performs all duties and responsibilities of a Court Commissioner and Judge Pro Tem as assigned by the Judges of the Superior Court pursuant to RCW 2.24.040. The primary duties include domestic, family and juvenile court matters.

If a judicial vacancy is created in the Clallam County Superior Court, applicants are welcome to submit applications to be considered for both positions, if Governor reopens the application process.

Scope of Responsibility

The Family Court Commissioner is fully accountable to the Judges of the Superior Court for the efficient and effective operation of all assigned duties, and will be expected to maintain a cooperative working relationship with all those who interact with the court.

Individual must apply a thorough and complete knowledge of the laws and procedures related to court operations and administration. Requires a close working relationship with public officials within County and State government, local agencies and the general public. Individual works independently and receive administrative direction from the Judges of the Superior.

Typical Duties

Powers of the Court Commissioner are specifically set forth in the RCW 2:24:040. In accordance with all applicable law, the Family Court Commissioner’s duties will include, but are not limited to, presiding over the following types of cases:

* Dependencies
* Domestic Relations
* Civil Restraining Orders
* Juvenile Offender
* Therapeutic Courts
* Daily Civil Ex Parte
* Search Warrants
* Establishment of Probable Cause
* At Risk Youth
* Children In Need of Services

Additionally, the applicant must have significant experience and practice in mediation techniques and will be expected to conduct three mediation sessions for domestic relations matters each week.

Key Competencies for this Position

* Ethics and Integrity: Respects and maintains confidentiality. Earns trust, respect, and confidence through honesty, forthrightness, and professionalism in all interactions
* Valuing Diversity: Help create a work environment that embraces and appreciates diversity and treats all with acceptance and respect; and values diverse perspectives
* Communication: Effective communication skills to convey thought and information clearly and concisely to a broad audience. Strong writing and editing skills
* Relationship Building: Proven skills to create and maintain effective teams and partnerships
* Multi-tasking: Proven multi-tasking skills with the ability to handle multiple assignments in various stages simultaneously. Ability to work in a fast-paced environment with changing priorities
* Analytical Skills: Analytical skills with exceptional attention to detail

Qualifications

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The qualifications for this office are set forth in RCW 2.24.010, and include the requirement that applicants be a U.S. citizen and member in good standing with the Washington State Bar Association.

Knowledge of:

Knowledge of the job assignment sufficient to perform thoroughly and accurately the full scope of responsibility as illustrated by examples in the above job description

Knowledge of relevant information, including applicable policies, procedures, laws and regulations

Knowledge of the judicial system, including but not limited to the above described types of cases

Knowledge of court rules, rules of evidence, and local court procedures and practices

**Skill in:**

Skill in interpersonal relationships

Skill in conflict resolution

Skill in oral and written communications

Skill in adapting to changes in work load demand

Skill in working on multiple projects simultaneously

Skill in responding to emergencies

Skill in composing/generating and editing correspondence

Skill in communicating with people of diverse backgrounds

Skill in working in stressful environments

Skill in prioritizing work

**Ability to:**

Ability to demonstrate competency in required job skills and knowledge

Ability to perform multiple tasks simultaneously under tight deadlines, prioritizing work and managing own time

Ability to keep abreast of current developments using available resources effectively

Ability to demonstrate accuracy and thoroughness at all times

Ability to get along well with others

Ability to confront difficult situations while maintaining objectivity

Ability to keep emotions under control

Ability to establish and maintain effective relations

Ability to objectively identify, analyze and interpret legal issues, principles, and arguments.

Ability to direct and control courtroom proceedings in a decisive, orderly, respectful, and equitable manner, including exercising appropriate judicial temperament and demeanor, and effectively handling pressure in difficult and unexpected situations by responding in a calm and rational manner

Ability to communicate orally and in writing in a concise and effective manner

Ability to effectively manage high volume court calendars including the requisite reading and preparation associated with those calendars

Ability and willingness to learn and use court-based technology

Possess excellent writing, legal research, and analytical skills

Quickly decide and issue rulings on matters taken under advisement

Ability to work both independently as well as cooperatively, and be able to quickly transition between different assignments and tasks

Ability to meet attendance standards necessary for successful job performance

**Education and Experience Required**

*Requires knowledge of the field of assignment sufficient to perform thoroughly and accurately the full scope of responsibility as illustrated by examples in the above job description*

Education/Experience

This position requires a Bachelor’s Degree from an accredited four-year college or university, a law degree from an American Bar Association accredited law school (or admission pursuant to APR6), a license to practice law in the State of Washington and a minimum of five (5) years of experience preferred. An emphasis on Juvenile and Family Law is desirable. The applicant selected for this position must adhere to the Code of Judicial Conduct (CJC).

**Special Conditions**

Individuals appointed as Court Commissioner shall serve at the pleasure of the sitting Superior Court Judges. Removal from office may be with or without cause and shall remain solely within the discretion of the Superior Court Judges.

Licensing/Certification Requirements

Washington State Driver’s License

U.S. citizenship (selected positions)

Pass Background Check

Pass OSHA/Designated Required Training

Note: Any first aid rendered by such persons is rendered only as a collateral duty responding solely to injuries resulting from workplace incidents, generally at the location where the incident occurred.

**Salary & Benefits**:

The Family Court Commissioner annual salary is based on 90% of the Superior Court Judge annual salary. Clallam County provides a generous benefit package, which includes medical and dental insurance, paid holidays, vacation, sick leave and retirement.

**Required Application Materials:**

* A letter explaining your interest in this position
* A resume
* A narrative summary of your experience in each of the types of cases handled by the Court Commissioner, and identified above
* Names and contact information for five individuals who can comment on your qualifications for this position
* A certificate from the Washington State Bar Association showing the resolution of any bar complaints made against you in the last three years

Physical Demands and Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

The employee assigned to this position will work primarily in an office/court setting. The duties of this position require sitting, standing, and walking; occasional light to moderate lifting; ability to operate a passenger vehicle; visual acuity (which may be corrected/assisted) to read and review written materials; and audio acuity (which may be corrected/assisted) to hear spoken conversations.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**High Exposure Designation**

The employee assigned to this position may work within a high exposure classification as defined under the Occupational Safety & Health Act and Washington Administrative Code governing Washington Industrial Safety & Health Act for blood borne pathogens protocols.

**Essential Worker Designation**

The employee assigned to this position may be designated as an “essential worker.” Essential workers are required by the county to respond and perform work functions during an emergency in order to ensure the protection of the health, safety, and welfare of the citizens of Clallam County and public facilities and property located therein. The county maintains the right to recall essential workers during any emergency and/or as necessary to restore governmental functions during extended emergencies.

**Requirement for Confidentiality**

The employee assigned to this position works in the capacity of a confidential employee and is required to maintain confidentiality with regard to a broad range of matters including, but not limited to: employee performance, the management of protected health information, and matters protected by the attorney – client privilege. Any breach of this requirement of employment may result in immediate discipline, up to and including termination.

**General Disclaimer**

The statements contained herein reflect general details as necessary to describe the principal functions of this position, 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. The individual may be directed to 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.