

**SNOHOMISH COUNTY JOB DESCRIPTION
SUPERIOR COURT COMMISSIONER**

Spec No.0013

BASIC FUNCTION (Per RCW 2.24.040)

As an appointed position, the Superior Court Commissioner shall have power, authority, and jurisdiction, concurrent with the superior court and the judge thereof, in the following particulars:

STATEMENT OF DUTIES (may perform the following duties as authorized by the Superior Court bench):

1. To hear and decide all matters in probate and guardianship, to make and issue all proper orders therein, and to issue citations in all cases where same are authorized by the probate statues of this state.
2. To grant and enter defaults and enter judgment thereon.
3. To issue temporary restraining orders and temporary injunctions, and to fix and approve bonds thereon, with all the powers conferred upon the judge of the superior court in such matters.
4. To act as referee in all matters and actions referred to him/her by the superior court as such, with all the powers now conferred upon referees by law.
5. To hear and decide all proceedings supplemental to execution, with all the powers conferred upon the judge of the superior court in such matters.
6. To hear and decide all petitions for the adoption of children, for the dissolution of incorporations, and to change the name of any person, with all the powers conferred upon the judge of the superior court in such matters.
7. To hear and decide all applications for the commitment of any person to the hospital for the mentally ill, with all the powers of the superior court in such matters: provided, that in cases where a jury is demanded, same shall be referred to the superior court for trial.
8. To hear and decide all complaints for the commitments of minors with all powers conferred upon the superior court in such matters.
9. To hear and decide ex parte and uncontested civil matters of any nature.
10. To grant adjournments, administer oaths, preserve order, compel attendance of witnesses, and to punish for contempt the violation of Superior Court orders with all the powers conferred upon the judge of the superior court in such matters.
11. To take acknowledgments and proofs of deeds, mortgages and all other instruments requiring acknowledgment under the laws of this state, and to take affidavits and depositions in all cases.

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STATEMENT OF ESSENTIAL JOB DUTIES (continued)

12. To provide an official seal, upon which shall be engraved the words "Court Commissioner," and the name of the county for which he/she may be appointed, and to authenticate his/her official acts therewith in all cases where same is necessary.
13. To hear and decide small claims appeals as provided in Chapter 12.36 RCW
14. In adult criminal cases, to preside over arraignments, preliminary appearances, initial extradition hearings, and non-compliance proceedings pursuant to RCW 9.94A.634; accept pleas if authorized by local court rules; appoint counsel; make determinations of probable cause; set, amend, and review conditions of pretrial release; set bail; set trial and hearing dates; authorize continuances; and accept waivers of the right to speedy trial.
15. To hear and decide juvenile offender cases and probation violations with all powers conferred upon the superior court in such matters.
16. To hear and decide juvenile dependency cases with all powers conferred upon the superior court in such matters.
17. To hear and decide family law motions with all powers conferred upon the superior court in such matters.
18. To hear and decide petitions for domestic violence, anti-harassment, sexual assault and anti-stalking protection orders with all powers conferred upon the superior court in such matters.
19. To hear and decide paternity and child support enforcement actions with all powers conferred upon the superior court in such matters.
20. To hear and decide At Risk Youth petitions with all powers conferred upon the superior court in such matters.
21. To hear and decide Children in Need of Services petitions with all powers conferred upon the superior court in such matters.
22. To hear and decide petitions for Writs of Habeus Corpus in civil matters.
23. To hear and decide petitions for emancipation of minors as provided by statute.
24. Such other duties as may be assigned by the Superior Court Judges.

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MINIMUM QUALIFICATIONS

Each commissioner must be a citizen of the United States and shall hold his/her office during the pleasure of the judges appointing him/her. Each Commissioner shall be admitted to practice law in the State of Washington and have five (5) years' experience as an attorney.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Revised January 2011, January 2014

Previous Spec No. 150674

EEO Category: 2 - Professionals

Pay Grade: 024 - Judges and Commissioners Pay Plan

Workers Comp: 5306 Non-Hazardous