



PART TIME COURT COMMISSIONER- INVOLUNTARY TREATMENT ACT JOB DESCRIPTION

Job Title: Court Commissioner – Part Time	
Dept./Division: Superior Court	Job Class Code: 1098
Pay Grade: Extra-Help	PCN: 1098001
FLSA: Non-Exempt	Effective Date: December 2025
Representation Status: Non-Represented	Revision Date: December 2025
Reports To: Presiding Superior Court Judge	

NATURE OF WORK

Appointed by the Presiding Judge, the Part Time Court Commissioner performs all judicial duties and functions as set forth in the statutes and as assigned by the Presiding Judge.

ESSENTIAL FUNCTIONS:

The following duties are the fundamental, crucial job duties performed by this position. This is not a comprehensive list of all tasks that may be assigned. Incumbent may be required to perform other duties as assigned and appropriate for the position.

- Acts pursuant to RCW 2.24.040 as directed by the Superior Court Presiding Judge.
- Presides over agreed and 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.

WORKING ENVIRONMENT / PHYSICAL DEMANDS:

Work is performed in a standard office environment and involves sitting for extended periods of time, light physical demands, and frequent use of personal computers.

QUALIFICATIONS:

REQUIRED: Law Degree from an ABA-accredited law school and a minimum of five (5) years' experience in the practice of law. Must be a member in good standing of the Washington State Bar Association. Must meet the requirements of RCW 2.24.010.

COMPETENCIES (Knowledge, Skills, Abilities, and Behaviors):

Knowledge of:

- Judicial system, including but not limited to civil law, Lewis County Superior Court's local rules and court procedures, statutes, legal principles, and case law. State of Washington Court Rules.
- Federal and State Rules of Civil Procedure.
- Legal research and writing skills

- The Judicial Information System and State Court System.

Skills in:

- Establishing and maintaining effective working relationships with other staff, County departments and officials, court personnel, outside agencies, and the general public.
- Communicating effectively verbally and in writing.

Ability to:

- Learn and follow County policies and procedures.

As the incumbent in this position, I have received a copy of this position description.

Employee's Name

Employee's Signature

Date