



1 SNOHOMISH COUNTY COUNCIL  
2 Snohomish County, Washington

3  
4 ORDINANCE NO. 22-015

5  
6 RELATING TO THE SUPERIOR COURT, INCREASING THE NUMBER OF  
7 SUPERIOR COURT COMMISSIONERS, AND AMENDING CHAPTER 2.14 SCC

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9 BE IT ORDAINED:

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11 Section 1. Snohomish County Code Section 2.14.010, last amended by  
12 Ordinance 05-044 on June 29, 2005, is amended to read:

13  
14 **2.14.010 Creation of (~~Position~~) Positions.**

15  
16 (1) Pursuant to Washington Constitution, Article IV, Section 23, there is created  
17 within the superior court of Snohomish county three positions of court  
18 commissioner.

19 (2) Pursuant to RCW 26.12.050, (~~and~~) 71.05.135, and 10.14.045 there is  
20 created within the superior court of Snohomish county (~~two~~) three positions of  
21 family court/ mental health/protection order commissioner.

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24 PASSED this \_\_\_\_ day of \_\_\_\_\_, 2022.

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27 SNOHOMISH COUNTY COUNCIL  
28 Snohomish County, Washington

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32 Council Chair

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36 ATTEST:

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39 \_\_\_\_\_  
40 Asst. Clerk of the Council

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ORDINANCE NO. 22-015  
RELATING TO THE SUPERIOR COURT,  
INCREASING THE NUMBER OF SUPERIOR  
COURT COMMISSIONERS, ETC.

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- ( ) APPROVED
- ( ) EMERGENCY
- ( ) VETOED

DATE: \_\_\_\_\_

\_\_\_\_\_  
County Executive

ATTEST:

\_\_\_\_\_

Approved as to form only:

/s/ George B. Marsh 03/24/22  
Deputy Prosecuting Attorney



**Snohomish County Council**

**Committee:** LJHS  
**ECAF:** 22-0336  
**Proposal:** Ord. 22-015

**Analyst:** Heidi Beazizo  
**Date:** March 24, 2022

**Consideration**

Council consideration is requested to approve proposed Ordinance 22-015 which would increase the number of Superior Court Commissioners from five (5) to six (6) with the additional position focusing on Protection Orders.

**Background**

The Washington State Legislature passed [Engrossed Second Substitute House Bill 1320](#), “An Act Relating to modernizing, harmonizing, and improving the efficacy and accessibility of laws concerning civil protection orders” (ESSHB 1320) during the 2021 Washington State Legislative Regular Session and Governor Inslee signed the bill into law effective July 1, 2022.

ESSHB 1320 contains significant changes to how protection order matters are heard in Washington State which will significantly impact Superior Court caseloads throughout Washington State and increase the amount of time in which Superior Courts spend on protection order matters.

Most protection order matters in Snohomish County Superior Court are heard within the Court Commissioner departments, therefore, the Snohomish County Superior Court is in need of additional Court Commissioner resources to respond effectively to the workload impacts precipitated by ESSHB 1320.

ESSHB 1320 creates a new type of Court Commissioner, identified as a Protection Order Commissioner, for Superior Courts to consider using to assist with this new and increased amount of work.

The Superior Court believes that adding one (1) additional Court Commissioner will provide the Snohomish County Superior Court with the capacity to address the impacts from ESSHB 1320, hear cases in a timely manner and continue to secure access to justice for our community.

Three (3) currently vacant positions and additional salary savings will be used to cover the costs of the additional Court Commissioner and Judicial Coordinator.

**Current Proposal**

*Scope:* Ordinance 22-015 increases the number of County Commissioners from five (5) to six (6) with a specific reference to the additional commissioner as the Protection Order Commissioner. An additional RCW reference of [10.14.045](#) (the RCW authorizing the specific commissioner type) is also added to code.

*Duration:* N/A

*Fiscal Implications:* Annual anticipated expense: \$313,659.20

**2022 Budget:** Appropriation authority does exist but the two new positions of Court Commissioner and Judicial Coordinator were not in the budget. 2022 anticipated expense: \$156,829.60.

**Future Budget Impacts:** Yes.

**Handling:** Urgent

**Approved-as-to-form:** Yes

**Risk Management:** N/A (council initiated and not routed to Risk)

**Executive Recommendation:** N/A (council initiated and not routed to Risk)

**Attachments:** N/A

**Amendments:** N/A

**Request:** Move to GLS on March 30 for Council to consider setting a time and date for a public hearing of April 13<sup>th</sup>. Following the public hearing, consider taking action.



# Snohomish County Council

SNOHOMISH COUNTY COUNCIL

EXHIBIT # 2

## Legislation Text

FILE ORD 22-015

File #: 2022-0336, Version: 1

### Executive/Council Action Form (ECAF)

**ITEM TITLE:**

Ordinance 22-015, relating to the Superior Court, increasing the number of Superior Court Commissioners, and amending Chapter 2.14 SCC

**DEPARTMENT:** COUNCIL

**ORIGINATOR:** Heidi Beazizo

**EXECUTIVE RECOMMENDATION:** N/A

**PURPOSE:** Updating the number of Superior Court Commissioners from five (5) to six (6).

**BACKGROUND:** The Washington State Legislature passed Engrossed Second Substitute House Bill 1320, “An Act Relating to modernizing, harmonizing, and improving the efficacy and accessibility of laws concerning civil protection orders” (ESSHB 1320) during the 2021 Washington State Legislative Regular Session and Governor Inslee signed the bill into law effective July 1, 2022. ESSHB 1320 contains significant changes to the manner in which protection order matters are heard in Washington State which will significantly impact Superior Court caseloads throughout Washington State and increase the amount of time in which Superior Courts spend on protection order matters. The majority of protection order matters in Snohomish County Superior Court are heard within the Court Commissioner departments, therefore, the Snohomish County Superior Court is in need of additional Court Commissioner resources to respond effectively to the workload impacts precipitated by ESSHB 1320. ESSHB 1320 creates a new type of Court Commissioner, identified as a Protection Order Commissioner, for Superior Courts to consider using to assist with this new and increased amount of work. The Superior Court believes that adding one (1) additional Court Commissioner will provide the Snohomish County Superior Court with the capacity to address the impacts from ESSHB 1320, hear cases in a timely manner and continue to secure access to justice for our community.

**FISCAL IMPLICATIONS:**

EXPEND: FUND, AGY, ORG, ACTY, OBJ, AU	CURRENT YR	2ND YR	1ST 6 YRS
002.5367401011 (salaries)	\$117,980.52	\$235,960.98	\$1,415,765.88
002.5367402013 (benefits)	\$38,849.10	\$77,698.21	\$466,189.26
<b>TOTAL</b>	\$156,829.60	\$313,659.20	\$1,881,955.14

REVENUE: FUND, AGY, ORG, REV, SOURCE	CURRENT YR	2ND YR	1ST 6 YRS









# SUPERIOR COURT COMMISSIONER

Class Code:  
0013

Bargaining Unit: Across Multiple Units

SNOHOMISH COUNTY  
Established Date: Jan 1, 2014  
Revision Date: Jan 22, 2014

## SALARY RANGE

\$86.40 Hourly  
\$14,975.63 Monthly  
\$179,707.56 Annually

**SNOHOMISH COUNTY COUNCIL**

**EXHIBIT #** 4

**FILE** ORD 22-015

## DESCRIPTION:

### BASIC FUNCTION

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:

## JOB DUTIES:

### 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 statutes 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.

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 Habeas 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.

**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.

**ADDITIONAL INFORMATION:**

Snohomish County is an Equal Employment Opportunity (EEO) employer.  
Accommodations for individuals with disabilities are provided upon request.  
[EEO policy and ADA notice](#)

**REFERENCE:**

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



**Snohomish County**

SNOHOMISH COUNTY  
Established Date: Sep 1, 2010  
Revision Date: Jun 26, 2013

## JUDICIAL COORDINATOR

Bargaining Unit: Across Multiple Units

Class Code:  
6293

### SALARY RANGE

\$27.04 - \$32.88 Hourly  
\$4,687.79 - \$5,700.05 Monthly  
\$56,253.48 - \$68,400.60 Annually

### SNOHOMISH COUNTY COUNCIL

EXHIBIT # 5

FILE ORD 22-015

### DESCRIPTION:

#### BASIC FUNCTION

Supports the Superior Court by performing a variety of analytical, administrative and technical tasks and functions, which assist and support court administration and operations.

### JOB DUTIES:

#### STATEMENT OF ESSENTIAL JOB DUTIES

1. Provides technical assistance and procedural information to the public, attorneys, jurors, (pro se) litigants, court and county staff and other justice system personnel and agencies.
2. Coordinates various Superior Court processes including jury management, mandatory arbitration, interpreter services, Guardian Ad Litem registry and court support operations; evaluates and prepares legal documents and correspondence; assigns and records trial dates and provides notice to all parties; monitors and tracks case progress and status; conducts mandatory Judicial Information Searches; organizes and manages the overall jury process and conducts jury orientation for Superior and Everett Municipal Court.
3. Maintains communication and acts as a liaison between Superior Court, law enforcement and criminal justice agencies, the county clerk, litigants, attorneys and the public regarding court cases, policies and procedures.
4. Analyzes, researches and resolves inquiries, problems and complaints pertaining to Superior Court operations; as well as apply laws, rules and codes as they relate to court policies, procedures and operations.
5. Develops methods of data collection and statistical analysis for the court; collects and compiles data; maintains computerized reporting and tracking systems for jury, mandatory arbitration and interpreter; retrieves data to monitor compliance with laws, rules policies and procedures; prepares periodic statistical and informational reports.
6. Designs, modifies and implements court policies, procedures and systems to comply with changing laws, rules and regulations.
7. Plans, organizes, coordinates and executes special projects as assigned.

#### STATEMENT OF OTHER JOB DUTIES

1. Provide backup and peak load coverage for co-workers as needed.
2. Performs other duties as assigned.

**MINIMUM QUALIFICATIONS:**

Associate's degree in the legal field; AND five (5) years experience in the legal field; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

**PREFERRED QUALIFICATIONS**

Bachelor's degree preferred.

**ADDITIONAL INFORMATION:****KNOWLEDGE AND ABILITIES**

Knowledge of:

- courts and legal systems
- standard office practices and procedures
- general legal terminology for criminal and civil litigation in managing legal documents and processes
- public disclosure laws, rules and regulations
- rules of civil and criminal procedure and legal research resources
- proper English, spelling, grammar, punctuation and word usage

Ability to:

- accurately and timely manage a high volume of work
- exercise sound judgment
- work independently with little guidance
- set priorities
- organize work which is detailed, varied and complex
- operate computer, software systems (proficiency with MS Word, MS Outlook calendaring, e-mail, internet and Access (and related databases)
- operate standard office equipment
- accurately prepare and process legal documents
- critically analyze and solve work related problems
- establish and maintain effective work relationships with superiors, peers, associates, subordinates and the general public
- maintain respect and courtesy in all interactions
- understand and execute complex oral and written instructions
- communicate effectively both orally and in writing
- customer service skills to work with a diverse clientele including english as a second language clients
- maintain necessary records, databases and prepare required reports
- work independently and under pressure, meet deadlines and cope with interruptions
- deal equitably, tactfully and courteously with attorneys, judges, court commissioners, jurors, litigants, law enforcement, other government agencies and the general public
- maintain all ethical and professional standards of the Court and County;
- observe strict confidentiality regarding all information obtained in course of employment
- produce work product that meets professional standards of quality, neatness, accuracy, and promptness

**SUPERVISION**

The employee receives limited supervision from an administrative superior as assigned.

**WORKING CONDITIONS**

The work is performed in the usual office environment and may require travel between Denney Juvenile Justice Center and the Courthouse. Positions in this class typically focus on

a computer screen for up to four (4) hours daily and frequently deals with distraught individuals.

Snohomish County is an Equal Employment Opportunity (EEO) employer. Accommodations for individuals with disabilities are provided upon request. [EEO policy and ADA notice](#)

**REFERENCE:**

Class Established: April 2000  
Revised: September 2010, August 2013, January 2017  
EEO Category: 5 - ParaProfessional  
Pay Grade: 313 – Clerical Pay Plan  
Workers Comp: 5306 Non-Hazardous