



CITY OF SEATTLE

---

## Part-Time Court Policy and Program Analyst

**JOB #2016-00039**

---

<b>SALARY:</b>	\$34.73 - \$52.10 Hourly (Org Title Strategic Advisor I)
<b>LOCATION:</b>	Seattle Justice Center, 600 5th Ave., Seattle, Washington
<b>JOB TYPE:</b>	Civil Service Exempt, Regular, Part-Time
<b>SHIFT:</b>	Day
<b>DEPARTMENT:</b>	Municipal Court of Seattle
<b>BARGAINING UNIT:</b>	Not represented
<b>CLOSING DATE</b>	02/16/16 04:00 PM Pacific Time

### POSITION DESCRIPTION:

The City of Seattle's Municipal Court is one of the highest volume Courts of Limited Jurisdiction in the state with seven elected Judges, six appointed Magistrates, and over 200 staff. The Court adjudicates all misdemeanor and gross misdemeanor crimes, infractions, and civil violations authorized under the Seattle Municipal Code and certain Revised Code of Washington Statutes.

This part-time (20 hours/week) Policy and Program Analyst position supports the Research, Planning, and Evaluation Group's mission to increase the effectiveness, efficiency, and accountability of Court programs and services. This position works with two other Analysts and reports to the Lead Analyst (Strategic Advisor 3).

This position will provide analysis, reports, recommendations, and policy development for infractions and misdemeanor criminal matters in the City.

The ideal candidate will have previous public policy and planning experience and be comfortable creating reports and queries to gather information from the in-house database system; manipulating and analyzing data and presenting the results through oral and written communication methods; working independently under tight deadlines and high pressure; and establishing strong working relationships with judges, directors, city leadership, media, other internal/external agencies and the public.

### JOB RESPONSIBILITIES:

- Develops quantitative and qualitative analysis on court services and programs to determine if processes, procedures, and programs are meeting stated outcomes.
- Provides expertise, research, and written products in the development of new processes, procedures, and programs for the Court.

- Provides occasional programmatic support to court programs when additional technical expertise is needed.
- Advises the Court Administrator and Presiding Judge on policy and program recommendations and provides information to the appropriate City Council Committee Chairs, other Council members, the media, the public, major private stakeholders, and City department heads to advance the court's mission and increase organizational effectiveness.
- Prepares ad-hoc statistics and documents that synthesize the core elements of issues that affect the Court.
- Assists the Court in increasing the technical expertise and knowledge of its staff to increase responsibility and accountability.
- Seeks alternate sources of funding for court programs, including grants and public/private partnerships as needed.
- Assists with the review and analysis of local and state legislation to determine impact on court services and operations.

**QUALIFICATIONS:**

- Bachelor's degree and five years of work experience conducting quantitative and/or qualitative analysis (a combination of education, training, experience which provides an equivalent background required to perform the work of this position may be substituted.)
- Strong computer skills utilizing Microsoft Outlook, Word, and Excel.

**DESIRED QUALIFICATIONS:**

- Graduate degree in public policy, planning, finance, economics, judicial administration, or public administration.
- Expertise in public safety, criminal justice, or related field is preferred.
- Five years experience with policy, planning, or related work is preferred.
- Experience with public sector performance measurement and program evaluation is desired.
- Experience with Microsoft Access, SQL, and/or Tableau Desktop is desired.

**ADDITIONAL INFORMATION:**

The hiring range for this part-time, salaried position is \$34.73 to \$52.10 per hour or annualized it is \$36,258 to \$54,392 per year.

Job offers are contingent on the verification of credentials and other information required by the application process.

Appointment is subject to passing a background check. For more information on the Seattle Municipal Court, visit [www.seattle.gov/courts](http://www.seattle.gov/courts). For questions about these opportunities, please contact HR Interim Recruiter, Lynnette DeShaw at 206-233-7201.

<http://www.seattle.gov/jobs>  
PART-TIME COURT POLICY AND PROGRAM ANALYST  
LD

APPLICATIONS MAY BE FILED ONLINE AT:  
Job #2016-00039

If you are unable to apply on-line you may submit a paper application by the closing date to our office.

OUR OFFICE IS LOCATED AT:  
Seattle Municipal Tower  
700 5th Avenue, Suite 5500  
Seattle, WA 98104  
206-684-8088  
[Careers@seattle.gov](mailto:Careers@seattle.gov)



**The City of Seattle is an Equal Opportunity Employer that is committed to diversity in the workplace. AmeriCorps, Peace Corps, and other national service alumni who meet the required qualifications are encouraged to apply. Accommodations for people with disabilities are provided on request. The City is a Drug Free Workplace.**

### **Part-Time Court Policy and Program Analyst Supplemental Questionnaire**

- \* 1. Did you include a cover letter and resume?  
Yes No
  
- \* 2. Please select the option that best describes your highest level of education.  
 High School Diploma/GED  
 Some College  
 Associate's Degree  
 Bachelor's Degree  
 Master's Degree or Higher  
 None of the above
  
- \* 3. I have at least five years of work experience conducting quantitative and/or qualitative analysis?  
Yes No
  
- \* 4. Please describe experience. If none enter N/A.
  
- \* 5. I have experience in public safety, criminal justice, or related field?  
Yes No
  
- \* 6. Please describe experience. If none enter N/A.
  
- \* 7. I have experience with public sector performance measurement and program evaluation?  
Yes No
  
- \* 8. Please describe experience. If none enter N/A.
  
- \* 9. I have experience with Microsoft Access, SQL and/or Tableau Desktop?  
Yes No
  
- \* 10. Please describe experience. If none enter N/A.
  
- \* 11. I understand this is a part-time / at will position?  
Yes No

