



Seattle Municipal Court



Court Marshal 2018-01518

SALARY:	\$29.96 - \$36.35 Hourly
LOCATION:	Seattle Justice Center, 600 5th Ave., Seattle, Washington
JOB TYPE:	Civil Service Exempt, Regular, Full-time
SHIFT:	Day
DEPARTMENT:	Seattle Municipal Court
BARGAINING UNIT:	Seattle Municipal Court Marshall's Guild
CLOSING DATE	11/13/18 04:00 PM Pacific Time

POSITION DESCRIPTION:

[The Seattle Municipal Court \(SMC\)](#) is one of the highest volume Courts of Limited Jurisdiction in the State of Washington with 12 judicial officers and over 200 staff. It was established in accordance with State law and is the judicial branch of government for the City. The Court is authorized by the State of Washington and the Seattle Municipal Code to hear and decide both criminal and civil matters.

SMC, recognized for our proactive and innovative approach, is seeking experienced law enforcement or corrections officers for the position of Court Marshal. Join the Court's specially-commissioned team as an officer responsible for all aspects of security and creating a safe environment for defendants, the public, and Court employees. This high-volume work unit seeks to hire dedicated, agile, and motivated staff.

The unit consists of 11 specially-commissioned officers, two Sergeants, and a Chief leading the team. The ideal candidate will have successfully completed a law enforcement or corrections academy and have three (3) years of full-time law enforcement or corrections experience.

The ideal candidate:

- Has successfully completed a law enforcement or corrections academy and can become certified in the use of firearms.
- Has a minimum three (3) years of full-time law enforcement or corrections experience.
- Thrives in a team-oriented environment.
- Can successfully pass a polygraph, psychological, medical, and drug testing
- Is trained and experienced in the use of defensive tactics and use of force.
- Is a skilled communicator able to work effectively with a people from diverse backgrounds (i.e., Judges, Court Staff, Attorneys, other law enforcement personnel, the public, and defendants)

JOB RESPONSIBILITIES:

- Guard and protect prisoners, Court staff and the public in courtrooms, jail holding cells and court related areas.
- Intervene and make arrests in potential incidents of violence or warrant service.
- Escort prisoners or detainees between secured facilities and courtrooms.
- Book out-of-custody defendants into jail and search holding cells for contraband on a regular basis.
- Monitor, assist, and oversee security screeners to ensure screening of the public is conducted in a professional manner.
- Operate security devices: firearm, baton, Taser, etc.
- Act as first responder to fire alarms, bomb threats and various safety concerns, and assist with building evacuations.
- Complete incident and police type reports and various required paperwork.

- Successfully secure and maintain Seattle Police Department special commission which includes passing an annual firearm qualification.

Work Environment/Physical Demands:

- Frequently exposed to individuals who are distraught, hostile or abusive.

QUALIFICATIONS

This position has a special commission issued by the Seattle Police Department (SPD) which requires all Court Marshal candidates to meet certain hiring standards. Please review the automatic and case-by-case disqualifiers to determine if you are qualified to submit your application for the Court Marshal position.

SPD is interested in the applicant's life story as a complete picture. SPD understands that, at times, people encounter challenges in their lives. During the background investigation process, SPD will learn in detail about those challenges, as well as the lessons learned, and the life changes the applicant has made.

It is imperative that you are forthcoming in your responses; honesty is expected throughout this process.

Automatic Disqualifiers The following are automatic disqualifiers - applicants should not apply to our agency if any of the following apply:

Criminal Record: any adult felony conviction; any misdemeanor or felony conviction while employed in a criminal justice and/or law enforcement capacity; or any domestic violence conviction.

Drug Use:

- **MARIJUANA:** An applicant has **not** used Marijuana within twelve (12) months prior to the date of this application, **and**
- **COCAINE/CRACK:** An applicant **not** has used cocaine or crack within the ten (10) years prior to the date of this application, **and**
- **CLUB DRUGS:** An applicant has **not** used club drugs, such as, but not limited to: Ketamine, GHB, Rohypnol, or MDMA (ecstasy) within the five (5) years prior to the date of this application, **and**
- **HALLUCINOGENS:** An applicant has **not** used any Hallucinogens; PCP, Angel Dust, Wet, Phencyclidine, LSD, Mushrooms, or Psylocybin, within the ten (10) years prior to the date of this application, **and**
- **OPIATES:** An applicant has **not** used Opium, Morphine, or Heroin within the ten (10) years prior to the date of this application, **and**
- **STIMULANTS:** An applicant has **not** used Methamphetamine, Crank, Crystal, Ice, Speed, Glass, or Amphetamine within the ten (10) years prior to the date of this application, **and**
- **AEROSOLS:** An applicant has **not** inhaled aerosols, sometimes referred to as Huffing (paint) or Whippits (Nitrous Oxide) or used Khat within the five (5) years prior to the date of this application, **and** An applicant has **not** used four (4) or more controlled substances within the ten (10) years prior to the date of this application, **and**
- An applicant has **not** used any illegal drug(s) while employed in a criminal justice and/or law enforcement capacity, **and**
- An applicant has **not** manufactured or cultivated illegal drug(s) for the sales/marketing of the drug(s), **and**
- An applicant has **not** sold or facilitated the sale of illegal drugs.

Case-by-Case Disqualifiers The following are behaviors that will be given case-by-case consideration.

- **Military Discharge:** Any discharge from any military service other than honorable circumstances (fair employment laws apply).
- **Traffic Record:** An applicant's driving record will be thoroughly assessed and may be a factor for disqualification. Examples of infractions/traffic crimes that *maybe* disqualifying include: Driving While Intoxicated (DWI), reckless driving or hit and run driving, or suspension of your driver's license within five years of the date of application.
- **Employment Record:** An applicant's employment history, including any terminations, or leaving an employer in lieu of termination, will be thoroughly assessed and may be grounds for disqualification.
- **Financial Record:** An applicant's credit history will be thoroughly assessed, and related decision-making issues *may* be grounds for disqualification. The following are areas of concern: Failure to pay income tax and failure to pay child support.

- **Professional Appearance:** All applicants are always expected to maintain a professional appearance. SPD has the discretion in determining what is considered professional, as it relates to the position the applicant is applying for. All tattoos, branding (intentional burning of skin to create a design), voluntary disfigurement (marring or spoiling of the appearance or shape of a body part), or scarification (intentional cutting of the skin to create a design) shall be carefully reviewed by SPD on a case-by-case basis.

Other Minimum Qualifications:

- **Certified by a criminal justice or corrections academy program AND who have at least three years of full-time law enforcement or corrections experience.** Other types of law enforcement work experience will be reviewed on a case-by-case basis. Copy of certification or transcript from Washington State or an equivalent certified criminal justice academy program is required.
- Must possess a valid Washington State Driver's license.
- Must be at least 21 years of age upon hire.
- Must have a high school diploma or GED.
- Must be a U.S. citizen.
- As noted above, the successful candidate must pass the SPD background investigation, which requires full disclosure of the applicant's past. Any negative factors found in the candidate's background will be evaluated in terms of the circumstances and facts surrounding its occurrence. Deliberate inaccuracies or omissions may disqualify an applicant from advancing in the process.

Desired Qualifications:

- Current First Aid Certificate, CPR, and use of Automated External Defibrillator (AED).
- Bilingual
- Proficient using a computer to access email, trainings, and timesheet.
- Demonstrated ability to:
 - Engage in proactive intervention to defuse conflicts and maintain orderly conduct in public group situations;
 - Use defensive tactics and the appropriate use of force, including weapons such as firearms and batons
 - Perform strenuous physical tasks such as running, subduing, and detaining individuals.
 - Confront problematic situations and exercise sound judgment under stress and in emergency situations
 - Provide excellent communication, observation, and problem-solving skills
 - Establish and maintain effective working relationships with Judges, Court employees, and outside law enforcement agencies
 - Work in close contact with persons who are mentally ill or who have physical illness.

Hiring Process

Direct link to apply: <https://www.governmentjobs.com/careers/seattle/jobs/2245192/court-marshall>

Qualified candidates must submit the following to be considered:

1. [Completed NEOGOV application.](#)
2. Supplemental questionnaire.
3. Cover letter describing how your skills/experience align with the job responsibilities and qualifications.
4. Current resume indicating relevant experience and education.
5. Candidates selected for first round interviews will be asked to provide a copy of their law enforcement or corrections certification or transcript.

Your application will not be reviewed if these items are missing or incomplete. By completing the supplemental questions, you are attesting that the information you have provided is true and accurate. The Court will review any information provided in your application package and misstatements or falsification of information will eliminate you from consideration and/or employment if discovered after selection for the position. Attaching or pasting a cover letter and resume alone is not a substitute for completing the application itself.

All applications will be reviewed, and the most qualified candidates will be invited to participate in two rounds of interviews. Out-of-state candidates, at their own expense, must make travel arrangements to participate in person for at least one interview, either the first or second.

- Top candidates, who successfully pass the second round, will be asked to submit the completed Personal History Information (PHI) packet. An extensive background investigation conducted by the Seattle Police Department. The complete PHI packet can be downloaded from the Seattle Police Department's website at: <http://www.seattle.gov/police/jobs/hiring/lateral.htm>. Incomplete or untimely submissions will result in disqualification from the hiring process. Make sure and attach photocopies of your driver's license, social security card, DD 214 and law enforcement or corrections academy certification. The Release of Information & Credit History Release forms MUST be notarized.
- Candidates asked to participate in the background check process will have an in-depth test and interview with an SPD detective. Out-of-state candidates must make travel arrangements, at their own expense, to participate in-person for this portion of the recruitment process.
- Successful candidates who receive a conditional offer of employment must pass the final investigation phase conducted by Seattle Police Department, which includes polygraph, psychological, medical, and drug testing. Out-of-state candidates must make travel arrangements, at their own expense, to participate in-person for this portion of the recruitment process.

Union Information: This position is represented by Seattle Municipal Court Marshal's Guild.

Recruitment Process and Timeline: The entire recruitment process: application to start date takes approximately eight (8) months.

Special Commission: As a condition of employment, Marshals must obtain and maintain a Special Commission issued by the Seattle Police Department, which includes annual firearms qualifications.

Note: The Physical Agility Test (PAT) and WA State Basic Law Enforcement equivalency academy training are not required.

For more information on the Seattle Municipal Court, visit www.seattle.gov/courts

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.seattle.gov/jobs>

Job #2018-01518

COURT MARSHAL

If you are technical difficulties, please contact: Careers@seattle.gov

Who May Apply: This position is open to all candidates that meet the minimum qualifications. The City of Seattle values diverse perspectives and life experiences. Applicants will be considered regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, or gender identity. The Department encourages people of all backgrounds to apply, including people of color, immigrants, refugees, women, LGBTQ people, people with disabilities, veterans and those with diverse life experiences.

Accommodations for people with disabilities are provided on request.

The City is a Drug Free Workplace.

Court Marshal Supplemental Questionnaire

Answers to the following questions will help us determine whether candidates meet the minimum requirements of the position. Indicating "see resume" or "see application" are not sufficient responses to the supplemental questions.

A cover letter and resume are both required documents. Missing one or both attachments will flag your submission as incomplete. Did you attach a cover letter and resume?

Please indicate your highest level of education:

- High School Diploma/GED
- Some College
- Associate's Degree
- Bachelor's Degree or higher
- None of the above

Select from the following list of academies you have you successfully earned a certificate from (Please Ctrl to select more than one answer):

- Basic Law Enforcement Academy
- Reserve Law Enforcement Academy
- Corrections Officers Academy
- None

Please list the issuing agency and the year you earned the certificate(s) listed above.

If you have completed an academy, the Court requires a copy of your academy certification or transcript. Are you able to provide the Court with a copy if requested.

Do you have at least three years (6240 hours) working as a city, county, state, or federal Law Enforcement Officer, Court Detail Officer, or Court Marshal?

At work, have you ever been trained and certified in the use of firearms?

Why are you interested in this regular, full-time Court Marshal position?

What qualities make you a great team player?

Do you certify that based on your review of the automatic background investigation disqualifiers that you are qualified for employment as a Court Marshal and you have been completely honest with all information in your application, including your answers to the supplemental questions?