

CITY OF MONROE

REQUEST FOR QUALIFICATIONS FOR MUNICIPAL COURT JUDGE

The City of Monroe ("City"), Washington, is requesting proposals from well qualified attorneys interested in serving as the Presiding Judge for the City of Monroe Municipal Court.

DESCRIPTION

The Municipal Court Judge is the Presiding Judge of the City of Monroe Municipal Court and presides over and adjudicates a variety of hearings and trials related to infraction cases, criminal misdemeanor and gross misdemeanor cases in accordance with established legal procedures as prescribed in Washington State law; imposes appropriate sentences and penalties as prescribed by law; communicates with other city, county and state criminal justice agencies.

The person selected must take an oath of office, be bondable and must be willing to be contacted nights and weekends for review and signing of search warrants. The Presiding Judge must comply with the Code of Judicial Conduct and be subject to ethics laws applicable to this office. The person appointed as Presiding Judge shall be a citizen of the United States of America and of the State of Washington and a resident of Snohomish County.

The Monroe Municipal Court is located within the City Hall building. Staffing in the Municipal Court consists of a Court Administrator, one fulltime Court Clerk who performs court clerk and administrative support functions, and 2 part time security officers. The Judge is appointed by the Mayor, subject to confirmation by the City Council. The judicial appointment to this position will be effective December 3, 2019 and will expire December 31, 2021 (the remainder of the current Municipal Court Judge term). In 2018, the City of Monroe filed a total of 2742 cases with Monroe Municipal Court-2033 civil infractions, 183 traffic misdemeanors, 451 non traffic misdemeanors, 1 civil protection order, and 74 parking infractions. In 2018 the Monroe Municipal Court Judge signed 111 search warrants. The Judge is anticipated to provide sixteen (16) hours of service in the average week consisting of the following court sessions: Wednesday-full day, 1st and 3rd Tuesdays AM reserved for motions, 2nd and 4th Tuesday AM non represented infraction hearings, Fridays 1 hour in custody calendar as needed, 2nd and 4th Friday reserved for jury trials, and up to four (4) additional hours for in-custody matters, search warrants, and administrative time. The number of weekly hours of service required is subject to review if caseload increases during the judicial term.

The City recognizes the need for judicial independence. Consistent with General Rule 29, the Presiding Judge has independence from the executive and legislative branches in carrying out the Court's judicial responsibilities

QUALIFICATIONS

Education and Experience: Minimum qualifications include JD degree from an accredited law school, license to practice law in the state of Washington, membership in the Washington State Bar Association, and five (5) years experience as a practicing attorney or judge. Experience as a court commissioner, municipal/district judge, or judge pro-tem preferred.

Necessary Knowledge, Skills and Abilities: Considerable knowledge of the standards for Municipal Court Administration in the State of Washington; considerable knowledge of proper courtroom procedure and the rules of evidence; working knowledge of criminal law; working knowledge of local ordinances, laws and procedures; skill in basic supervisory principles and practices; ability to grasp complex factual data, draw appropriate conclusions and formulate sound legal decisions; ability to communicate complex legal ideas and/or decisions to a variety of audiences in clear, comprehensive and professional manner; hear and weigh testimony and evidence; ability to impose appropriate sentences and penalties in accordance with the laws of the State of Washington; ability to communicate effectively both orally and in writing; ability to read, interpret, apply and explain codes, rules, regulations, policies and procedures; ability to establish and maintain effective working relationships with the City Administration, City Council, City Prosecutor, Police Department, Public Defender, Court staff, and the general public.

COMPENSATION/HOURS OF WORK

The City and Presiding Judge will enter into a judicial services agreement which will address compensation. Proposals shall clearly set forth fees or fee structure to be charged for services. A flat fee proposal is preferred.

SELECTION PROCESS

The Mayor and/or designees will review and screen all proposals. Finalists will be invited for interviews. The selected candidate shall be appointed by the mayor. The appointment and the judicial services agreement are subject to confirmation by the city council.

REQUIREMENTS

The selected attorney will be required to undergo a reference check prior to appointment, and to provide to the City proof of insurance as required (including professional liability insurance).

INSTRUCTIONS TO REPLY TO THIS REQUEST FOR QUALIFICATIONS

To reply to the RFQ, please submit the following: (1) resume; (2) cover letter and statement of qualifications, which must include Washington State Bar Numbers for all attorneys responding to this RFQ (3) proposals (4) a release allowing the City of Monroe access to all WSBA disciplinary investigations and/or actions, and (5) answers to the City of Monroe Municipal Court Judicial Evaluation Questionnaire found at www.monroewa.gov/court. All materials shall be submitted in one packet and provided to the Human Resources Manager, Ben Warthan at City of Monroe, 806 W Main St, Monroe WA 98272. **ALL APPLICATION MATERIALS SHALL BE SUBMITTED BY 4:00 P.M. ON NOVEMBER 15, 2019.**

Upon the City's discretion, proposals submitted after the due date and time may be considered. Proponents accept all risks of late delivery of mailed proposals regardless of fault. **The Proponent bears all responsibility for ensuring the mailing address is correct.**