



# Seattle Municipal Court



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## Court Marshal – Candidate Pool

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<b>SALARY:</b>	\$32.28 - \$39.16 Hourly
<b>LOCATION:</b>	Seattle Justice Center, 600 5th Ave., Seattle, Washington
<b>JOB TYPE:</b>	Temporary - Non-Benefit Eligible
<b>SHIFT:</b>	Day
<b>DEPARTMENT:</b>	Seattle Municipal Court
<b>BARGAINING UNIT:</b>	Seattle Municipal Court Marshal's Guild
<b>CLOSING DATE</b>	Continuous

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### POSITION DESCRIPTION:

#### Position Purpose

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. The unit consists of 11 specially commissioned officers, two Sergeants, and a Chief leading the team. 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 ideal candidate:

- Has successfully completed a law enforcement or corrections academy.
- Can become certified in the use of firearms.
- Has a minimum -two (2) years of full-time post academy 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.

**The Court may consider applicants from this recruitment process for intermittent/temporary and full-time Court Marshal openings. When hired as an intermittent/temporary Court Marshal, you may later be offered a full-time regular position when a vacancy opens. Because the backgrounding process can take 6 to 8 months, if you are interested in regular full-time, or temporary employment please apply for this opening.**

## **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.

## **Minimum Employment Standards:**

**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** – Prior to the date of this application, the applicant:
  - Has **not** used Marijuana within twelve (12) months, **and**
  - Has **not** used cocaine or crack within the previous ten (10) years , **and**
  - Has **not** used club drugs, such as, but not limited to: Ketamine, GHB, Rohypnol, or MDMA (ecstasy) within the previous five (5) years, **and**
  - Has **not** used any Hallucinogens; PCP, Angel Dust, Wet, Phencyclidine, LSD, Mushrooms, or Psylocybin, within the previous ten (10) years , **and**
  - Has **not** used Opium, Morphine, or Heroin within the previous ten (10) years , **and**
  - Has **not** used Methamphetamine, Crank, Crystal, Ice, Speed, Glass, or Amphetamine within the previous ten (10) years, **and**
  - Has **not** inhaled aerosols, sometimes referred to as Huffing (paint) or Whippits (Nitrous Oxide) or used Khat within the previous five (5) years , **and**
  - Has **not** used four (4) or more controlled substances within the previous ten (10) years , **and**
  - Has **not** used any illegal drug(s) while employed in a criminal justice and/or law enforcement capacity, **and**
  - Has **not** manufactured or cultivated illegal drug(s) for the sales/marketing of the drug(s), **and**
  - 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, including excessive credit card debt or unresolved accounts in collections will be thoroughly assessed and *may* be grounds for disqualification. The following will be disqualifying failure to pay income tax, or child support.
- **Professional Appearance:** All applicants are always expected to maintain a professional appearance. SMC 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 SMC on a case-by-case basis.

#### **Other Minimum Qualifications:**

- **Certified by a criminal justice or corrections academy program AND at least two 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).
- Bi-lingual
- 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.

#### **ADDITIONAL INFORMATION:**

Direct link to apply: <https://www.governmentjobs.com/careers/seattle/jobs/2738207/court-marshall-candidate-pool>

#### **Hiring Process**

Qualified candidates must submit the following to be considered:

1. [Completed NEOGOV application and supplemental questionnaire.](#)
2. Cover letter and resume describing how your skills/experience align with the job responsibilities and qualifications.
3. Copies of you law enforcement or corrections certification and/or transcript.
4. Candidates who move forward to backgrounding will be asked to fill out a [Personal History Information \(PHI\) packet:](#)

**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.
- **The Court may consider applicants from this recruitment process for other part-time, temporary and full-time Court Marshal openings that may come available within the next six months.**

**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](http://www.seattle.gov/courts).

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APPLICATIONS MAY BE FILED ONLINE AT:  
Job #2020-00381

<http://www.seattle.gov/jobs>  
COURT MARSHAL - CANDIDATE POOL  
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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



[Careers@seattle.gov](mailto: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.

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## Court Marshal - Candidate Pool Supplemental Questionnaire

- \* 1. 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 complete and accurate application is required for this position. Did you update your City of Seattle application to reflect any recent changes to your experience and/or education? 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?
- \* 2. Please paste your cover letter below WITHOUT your name or other personally identifying information. Do not say "see attached" - you must paste your letter here for our screening process.
- \* 3. Do you have at least 2 years of full-time post academy law enforcement or corrections experience?
- \* 4. Are you a high school graduate or have you successfully completed the General Education Development Test (GED)?
- \* 5. This position requires completion of a law enforcement or corrections academy. Please list the academy certificate type, issuing agency and the year you earned the certificate:
- \* 6. The Court requires a copy of your academy certification or transcript, did you attach a copy to your application?
- \* 7. At work, have you ever been trained and certified in the use of firearms?
- \* 8. If you served in the military did you receive:
  - ☐ Not applicable - did not serve in the military
  - ☐ An honorable discharge
  - ☐ A general discharge under honorable conditions
  - ☐ An uncharacterized discharge
  - ☐ A dishonorable discharge
  - ☐ Currently active duty, not yet discharged
- \* 9. Have you reviewed the City of Seattle Police Department's Drug Use Standards and do you meet all of the standard's requirements?
- 10. Have you been convicted of any felony crime as an adult?
- 11. have you ever been convicted of any domestic violence crime?
- 12. Have you been convicted, received a deferred prosecution or reduced charges for Driving Under the Influence (DUI) or Driving While Intoxicated (DWI) in the five (5) years prior to this exam date?
- \* 13. This position requires you pass a polygraph test, a psychological exam, medical exam, and pre-employment drug testing. Will you be able to take and successfully pass these tests/exams?
- \* 14. Are you trained and experienced in the use of defensive tactics and use of force?
- \* 15. Are you skilled in communicating and in working with people from diverse backgrounds?