



CITY OF SUMNER
invites applications for the position of:

Municipal Court Judge

SALARY: Under Review

OPENING DATE: 10/01/21

CLOSING DATE: 11/01/21 11:59 PM

DESCRIPTION:

This is a part-time Municipal Court Judge position with the City of Sumner. The Judge is responsible for hearing all cases with the Sumner Municipal Court and fulfilling the obligations of the Court as established by State Law and City Ordinances. The Judge will preside over both Criminal and Civil cases (as limited by Municipal Court statutory authority) which include gross misdemeanor & misdemeanor violations under City Code, traffic/non-traffic infractions, parking violations, animal control cases, impound hearings, with a more extensive description of duties/responsibilities set forth below.

This position serves a four-year term under an employment contract with the City of Sumner. Salary to be determined.

The Municipal Court is an independent branch of City government. However, the judge works under the broad policy guidance of the Mayor and City Administrator for non-judicial administrative matters. The City operates its Municipal Court through an agreement with the City of Bonney Lake. All administrative staff are employees of the City of Bonney Lake.

Sumner Municipal court is currently held on Thursdays, with trials on Fridays and is located in the Bonney Lake Municipal Court Building.

About Sumner:

The City of Sumner's vision is to set the standard of excellence for a progressive small city. Sumner remains a traditional city of just over 10,000 residents with agricultural roots, known for decades as the Rhubarb Pie Capital of the World. At the same time, its compact, walkable layout aligns perfectly with progressive planning trends, as its classic Main Street becomes repurposed for boutiques, independent restaurants and daily services such as legal offices, financial advisors and doctors. While Sumner retains historic neighborhoods of Craftsman houses and an active high school right on Main Street, it also offers over 16,000 manufacturing and distribution jobs for companies such as REI, Keurig Dr. Pepper, Amazon.com, and Dillanos Coffee Roasters. With a downtown Sound Transit station with buses and trains, it is well connected to the Puget Sound

region while striving to be a full service city with the largest YMCA facility in the state of Washington as well as a link trail system that will connect the Foothills and Interurban trails. Like the community, the city government is large enough to be professional but small enough to be creative. The City has won a variety of awards from the Governor's Smart Planning Award to recognition at the International Association of Chiefs of Police for its groundbreaking police work on victims' assistance. With a strong mayor format, the City has just over 100 employees who operate a cemetery, wastewater treatment facility, accredited police department, animal shelter, parks, full service public works and administration.

<https://www.youtube.com/embed/ZRtZSfc1B1k?&wmode=opaque&rel=0>

EXAMPLES OF DUTIES:

The duties of the Sumner Municipal Court are generally governed by Title 3 of the Revised Code of Washington, RCW 3.50 et seq., and Administrative Rules for Courts of Limited Jurisdiction, Rule 5 (ARLJ 5).

- Exercises supervision jointly with the Bonney Lake Municipal Court Judge over all court department staff directly or through subordinate supervisors for all judicial matters.
- Presently the City of Sumner with the City of Bonney Lake for all municipal court services. As such, the court employees are employed by the City of Bonney Lake. The Sumner Judge does exercise supervisory authority under GR29 for all aspects & functions of the Sumner Municipal Court and the actions of those employees performing such functions. This supervision authority must be exercised with the knowledge and feedback of the Bonney Lake Municipal Court Judge.
- Selects and manages the work of judges pro tem in accordance with Sumner Municipal Code and Personnel Policies.
- Serves as a principal advisor to the city council, mayor, city administrator, and other city officials regarding judicial and court administration issues.
- Works closely with the Legislative and Executive branches of the city government to plan, organize and administer an effective judicial system for the City.
- Promptly responds to all-hours requests for search and arrest warrants by City law enforcement officers. Reviews affidavits for sufficiency of facts and determination of the existence of probable cause to issue search and arrest warrants. Determines if the objects of search warrants are appropriate, if the warrants are being requested in a timely manner, and if the scope of each warrant is appropriate.
- Hears cases and renders judgments, establishing appropriate sentences and fines as necessary.
- Presides over bench trial and jury trials in accordance with Washington State law. Directs and controls the proceedings and personnel involved in court hearings and trials including prosecuting and defense attorneys, defendants, witnesses, court clerks and others.
- Conducts arraignments, pre-trial hearings, readiness hearings, mitigation hearings and show-cause hearings for criminal, traffic, and non-traffic violators.
- Imposes appropriate sentences and penalties as prescribed by law; communicate with other city, county and state criminal justice agencies.
- Communicates with various departments, community agencies, and other governmental offices regarding probation, specific referrals, driving records, domestic

violence cases, common defendants and treatment programs available for mental health and alcohol problems.

- Directs the preparation and maintenance of court dockets and support documents; assure proper collection, disbursement and accounting for fines and other monies paid. As needed, consults and coordinates with the police department in reference to "probable cause" hearings regarding crimes that occur on weekends and holidays and in reference to deadlines on arraignments regarding crimes that occur on weekends and holidays.
- Conducts out-of-court reviews in reference to files brought to the Judge's attention by court personnel.
- Attends continuing legal education seminars as well as reviewing literature furnished by the Administrative Offices of the Courts, so as to keep current on court procedures, including the Washington Justice Court rules and regulations, and all applicable state and federal laws and city ordinances.
- May be required to interact with other city, county or state law enforcement agencies; this may include correspondence with AOC or other Judges on an occasional basis.
- Attends all meetings of the Council at which attendance may be required.
- As requested, administer the Oath of Office to various City officials and law enforcement officers.
- Maintains participation in the Washington State District and Municipal Court Judges Association, and all other licenses necessary to serve as judge.

QUALIFICATIONS:

Education and Experience

- Juris Doctorate from a licensed and accredited law school in the United States
- Preferred experience practicing law in both criminal and civil
- Experience in Municipal, District, Superior, Court of Appeals, Supreme Courts and/or Federal Courts
- Court experience in Jury Trials, Bench Trials, Hearings, Motions, In-Custody Calendars
- Judicial experience to include; Judge, Judge Pro-Tem, Commissioner, Commissioner Pro-Tem, Administrative Law Judge, Hearing Examiner.
- We will also review and consider candidates' Bar ratings, references, length of experience and/or legal practice, as well as other relevant experiences.

SUPPLEMENTAL INFORMATION:

Selection Guidelines

Formal application, rating of education and experience, oral interviews and reference checks; job related testing may be required.

Background checks may include:

- **Prior Employment Verification:** confirms applicant's employment with the listed companies, including dates of employment, position held and additional information available pertaining to performance rating, reason for departure and eligibility for rehire. This verification will be run on the past three employers or the previous five years, whichever comes first.
- **Personal and Professional References:** calls will be placed to individuals listed as references by the applicant.
- **Employment Eligibility Verification:** Form I-9 is used for verifying the identity and employment authorization of individuals hired for employment in the United States.

- Educational Verification: confirms the applicant's claimed educational institution, including the years attended and the degree/diploma received.
- Criminal History: includes review of criminal convictions and probation. The following factors will be considered for applicants with a criminal history:
 - The nature of the crime and its relationship to the position.
 - The time since the conviction.
 - The number (if more than one) of convictions.
 - Whether hiring, transferring or promoting the applicant would pose an unreasonable risk to the business, its employees or its customers and vendors.

The following additional background searches will be required if applicable to the position:

- Motor Vehicle Records: provides a report on an individual's driving history in the state requested. This search will be run when driving is an essential requirement of the position.
- Credit History: confirms candidate's credit history. This search will be run for positions that involve management of City of Sumner funds and/or handling of cash or credit cards.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Equal Opportunity Employer

The City is an equal employment opportunity employer. The City employs, retains, promotes, terminates and otherwise treats all employees and job applicants on the basis of job-related qualifications and competence. These policies shall be applied without regard to any individual's sex, race, color, religion, national origin, pregnancy, age, marital status, sensory, physical or mental disability, sexual orientation including gender expression and identity, genetic information, domestic violence victim or other basis prohibited by law.

Persons needing assistance in the application process may call the Human Resources Office, at 253-299-5595 or email hr@sumnerwa.gov. If you are invited to participate in the selection process and need ADA accommodations, please notify HR before you are scheduled for an interview or testing.

Physical Requirements

Requirements outlined in this job description may be modified to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

SEDENTARY:

Positions in this class typically require: stooping, kneeling, crouching, reaching, mobility, fingering, grasping, talking, seeing, hearing, and repetitive motions. Sedentary work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting, most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met. Some positions may require greater periods of walking and/or standing.

Sumner,
253-299-5595

WA

98390

hr@sumnerwa.gov
