



Seattle Municipal Court



[Magistrate-Job 2022-01780](#)

SALARY:	\$50.00 - \$65.00 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:	Not represented
CLOSING DATE:	10/04/22 4:00 PM Pacific Time

POSITION DESCRIPTION:

The [Seattle Municipal Court's \(SMC\)](#) mission is to provide a forum for people to resolve alleged violations of the law in a respectful, independent, and impartial manner. The Court is dedicated to advancing social justice issues by supporting personal, structural, and systemic change in our community, and building a diverse workforce. The Court works collaboratively to realize the City's vision of racial equity by participating in the [City of Seattle's Race and Social Justice Initiative \(RSJI\)](#). Candidates with the ability to effectively work with multi-cultural communities, committed to being respectful and impartial when addressing customer issues are encouraged to apply. SMC is a highly innovative and progressive court with a community-based approach to judicial administration.

The Seattle Municipal Court is seeking an experienced attorney to join the Court as a Magistrate. A Magistrate conducts mitigation hearings and civil trials on contested infractions and settlement conferences. The Magistrate rules on legal motions, decide the merits of cases, hears, and evaluates evidence and witness credibility, and makes findings of facts and conclusions of law. A Magistrate may serve in formal Court as a judge *pro tempore* when an elected judge is unavailable. The Magistrate directly interacts with citizens and must ensure that each person is afforded a full and fair hearing.

THE SUCCESSFUL CANDIDATE HAS THE FOLLOWING:

- Licensed attorney in the state of Washington with a Juris Doctorate (JD)
- Membership in Washington State Bar Association
- Understanding systemic and institutional racism and are motivated to work towards ending them.
- Substantial experience as a criminal attorney.
- Available to work an occasional Saturday/holiday and intermittently after-hours to issue search warrants as needed.

JOB RESPONSIBILITIES:

- Conduct hearings on a wide variety of Seattle Municipal Code traffic violations, including those involving automobiles, bicyclists, and pedestrians.
- Conduct hearings involving the public's health and safety including animal control violations, zoning,

fire and building code violations.

- Impose appropriate sanctions for violations.
- Serve in formal court as a judge *pro tempore* when needed. In such situations, the Magistrate may preside over in-custody arraignments, pre-trial hearings, motions, criminal trials, and review hearings, as well as presiding over Mental Health and Veterans Treatment Courts.
- Give presentations aimed at promoting and explaining court programs through speaking engagements at community and school events.

QUALIFICATIONS

You will be prepared to take on this role with the following experience, commitments, and skills:

Experience:

- Five (5) years in the practice of law, including substantial criminal law experience.
- Knowledge of the Rules of Courts of Limited Jurisdiction.
- Using the Rules of Evidence and the Infraction Rules for Courts of Limited Jurisdiction.

A Commitment to:

- Advancing equity, inclusion, diversity, and social justice outcomes.
- Diplomacy and objectivity in the fulfillment of all job duties.
- Maintaining decorum in a courtroom.
- Fair and equitable administration of the law while providing good customer service.
- Conducting court business in a manner that brings honor and respect to the Court.

Skilled in:

- Communicating effectively with diverse audiences.
- Community outreach and public speaking.
- Building respectful and collaborative working relationships with people at all levels of the Court.
- Using MS Word, Teams, Excel, PowerPoint, Outlook, and database computer programs with intermediate proficiency.

Additional Information

Covid-19 Vaccination Mandate

Seattle Municipal Court employees are required to be fully vaccinated against COVID-19. If hired, you will be required to submit proof of vaccination. People are considered fully vaccinated two weeks after their second dose in a two-dose series or two weeks after a single-dose vaccine. Employees may make requests for a reasonable accommodation based on a medical disability or for sincerely held religious beliefs. Philosophical, political, scientific, or sociological objections to vaccination will not be considered for an exemption or accommodation.

Work Environment

This position will primarily be onsite at the Seattle Justice Center at 600 5th Ave, Seattle. Alternative Work Arrangements and hybrid telework may be considered and will be based on operational needs.

Why Work at the City

The City of Seattle recognizes every City employee must play a role in ending institutional and structural racism. Our culture is the result of our behavior, our personal commitments, and the ways that we courageously share our perspectives and encourage others to do the same. To cultivate an antiracist culture, we seek employees who will engage in the [Race and Social Justice Initiative](#) by working to dismantle racist policies and procedures, unlearn the way things have always been done, and provide equitable processes and services. ***If you share these values and meet the qualifications for this position, we invite you to apply.***

Total Compensation and Benefits:

The City of Seattle offers a comprehensive benefits package including vacation, holiday, and sick leave as well as medical, dental vision, life, and long-term disability insurance for employees. For more information go to this "[Benefits at a Glance Guide](#)".

Hiring Process

- Completed NEOGOV online application and supplemental questions.
- A PDF of your resume.
- A PDF of a letter of interest describing how your skills and experience align with stated job responsibilities and qualification.
 - A job offer is contingent upon successfully passing the court's background check. The background check includes a criminal history background review, fingerprinting, and reference checks.
 - Vaccine verification is required.
 - This is a full-time position, working 40-hours per week; it is Civil Service Exempt and exempt from the overtime (FLSA exempt).
 - For more information about the Seattle Municipal Court, visit www.seattle.gov/courts