



# Seattle Municipal Court



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## [Communications Advisor – Job 2022-02153](#)

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<b>SALARY:</b>	\$43.89 - \$65.83 Hourly
<b>LOCATION:</b>	Seattle Justice Center, 600 5th Ave., Seattle, Washington
<b>JOB TYPE:</b>	Civil Service Exempt, Regular, Full-time
<b>SHIFT:</b>	Day
<b>DEPARTMENT:</b>	Seattle Municipal Court
<b>BARGAINING UNIT:</b>	Not represented
<b>CLOSING DATE</b>	12/27/22 04:00 PM Pacific Time

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### **POSITION DESCRIPTION:**

The [Seattle Municipal Court's \(SMC's\)](#) mission is to provide a forum for people to resolve alleged violations of the law in a respectful, independent, and impartial manner. SMC 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 [Race and Social Justice Initiative \(RSJI\)](#). SMC is a highly innovative and progressive court with a community-based approach to judicial administration.

The Seattle Municipal Court has an exciting opportunity for a **Communications Advisor** who will work in partnership with judges, court leaders, and staff to broaden awareness of court programs and priorities through various internal and external communication channels. As an integral member of the court's Strategy team, this position is responsible for producing, editing, and managing a variety of content across all communications platforms for internal and external audiences. The position will serve as primary public information officer and public disclosure officer for the court. Candidates with the ability to effectively communicate with multi-cultural communities and who have a commitment to being respectful and impartial when addressing public inquiries are encouraged to apply.

### **THE SUCCESSFUL CANDIDATE HAS THE FOLLOWING:**

- Exceptional communication skills with experience advising elected officials and leaders on communication strategies, developing, and implementing communication plans, and writing and editing content across various communication channels.
- Leadership skills to develop and deepen anti-racist communication practices and policies across the court.
- Committed to furthering the court's mission and success.
- Experience collaborating with elected officials, directors, stakeholders, media, and the public.
- Excellent analytical problem-solving skills, creative strategic thinker, flexible, and adaptable.
- Ability to thrive in a high-pressure, deadline-driven working environment under minimal supervision.

## **JOB RESPONSIBILITIES:**

This role is a key member of the court's Strategy team (includes communications, public disclosure, community engagement, policy, research, and evaluation) to support the court in the following areas:

### **Communications**

- Plan, create, write, edit, proofread a variety of communications and content for both internal and external audiences across all platforms, including reports/briefing papers, talking points, presentations, press releases, newsletters, social media posts (LinkedIn, Facebook, Twitter, Instagram), and internal and external web content.
- Use data for effective communication and storytelling.
- Ensure court is successfully sharing information to internal and external audiences using a wide range of formats and methods of communication.

### **External Relations**

- Partner in planning and implementing community engagement activities court-wide.
- Develop talking points and associated materials for strategic engagement with City of Seattle stakeholders (legislative and executive branch) and criminal justice stakeholders.

### **Public Information Officer**

- Receive, track, and respond to public requests for court administrative records in accordance with SMC policy and Washington State Court Rules.
- Receive, track and respond to public requests for court data in accordance with SMC policy and Washington State Court Rules. Collaborate with Research Analysts to ensure data is accurate and responsive to the request.
- Liaison with media, responding to inquiries and advising on strategy.

***You will be prepared to take on this role if you have the following experience, commitments, and skills:***

### **Experience:**

- Creating, editing, and distributing strategic communications across all channels
- Managing social media accounts for a government agency or similar.
- Creating and implementing politically nuanced communication strategies and plans.
- Sharing information using a wide range of formats and methods of communication.
- Using interpersonal skills to build trust and strong relationships with teams, elected officials, executives, staff, and external partners.
- Using the following programs and applications: MS SharePoint (and other enterprise content-management systems e.g. Ingenuix), email marketing tools (e.g. MailChimp and GovDelivery), Microsoft Office 365 (Outlook, Word, Excel, PowerPoint, OneNote, Teams)

### **Commitments:**

- Lead with an equity lens.
- Communication and public relations principles and best practices for diverse audiences.
- Carefully but quickly think through and evaluate issues using innovative problem resolution and proactive approaches.

### **Skills:**

- Strong listening, written, oral, and visual communication skills across diverse platforms.
- Writing clear and compelling content for internal and external audiences as an authoritative representative on priority court programs and services to garner support, shape opinions, advocate controversial positions, and achieve institutional objectives.
- Utilize proactive organizational skills with a high attention to detail
- Coordinate and prioritize multiple ongoing projects.

### **Desired Qualifications**

- Bachelor's degree with additional technical training, education, or work experience in communications, journalism, public relations, marketing, public policy, or related field.
- Experience with graphic design, Google Analytics and WordPress.
- Experience working for a court or judicial branch or within the criminal justice system or government.

### **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**

Alternative Work Arrangements and telework may be considered for this position. The person in this role must reside within the State of Washington and be available for onsite work as needed.

#### **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](#)".

#### **Direct link to apply:**

<https://www.governmentjobs.com/careers/seattle/jobs/3828994/communications-advisor>

#### **Hiring Process**

Qualified candidates must submit the following to be considered.

1. [Completed NEOGOV online application.](#)
  2. A PDF Cover letter describing how your skills and experience align with the stated job responsibilities and qualifications.
  3. A PDF of your résumé indicating relevant experience and education.
  4. Supplemental Questions.
  5. Attach examples or include web links to your own work, including writing samples, communication plans, press releases and/or content layout/design.
- 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](http://www.seattle.gov/courts)