

City of Poulsbo

Position Description

Position Title: Municipal Court Judge	Reports to: Mayor
Department/Section: Judicial	Date: May 2025
Salary Schedule: Management	FLSA: Exempt

General Scope of the Court

The City of Poulsbo invites applications from qualified attorneys who are interested in serving as the presiding judge of the Poulsbo Municipal Court. The municipal judge is appointed by the Mayor, subject to confirmation by the city council. The selected applicant will fulfill the term of the departing judge, which ends December 31, 2025. This is a half-time (20 hours per week) position.

Pursuant to the requirements of Washington State General Rule (GR) 29, the Poulsbo Municipal Court judge must be responsible for leading the management and administration of the court's business, developing and implementing policies and procedures that improve the court's effectiveness, and allocating resources to maximize the court's ability to resolve disputes fairly and expeditiously.

The Poulsbo Municipal Court has jurisdiction over all misdemeanors and gross misdemeanors that violate city ordinances and state laws through adoption by reference. The court also has jurisdiction over civil infractions that violate city ordinances, Title 46 state traffic laws through adoption by reference, and other state laws that specifically confer municipal court jurisdiction.

Over the last 2 years, the Poulsbo Municipal Court had a caseload of 451 criminal cases, 1291 infractions were for traffic, non-traffic and parking cases, and 1164 photo enforcement tickets (camera began issuing tickets on October 23, 2024)

The Poulsbo Municipal Court is staffed by a Court Administrator, 1 Senior Judicial Specialist and 2 Judicial Specialists.

The salary of the Poulsbo Municipal Court judge is a pro-rated amount of the District Court Judge salary as established by the State of Washington Citizens' Commission on Salaries for Elected Officials.

The City will begin first review of applications on March 12, 2025, with interviews to be conducted on March 25, 2025.

The Municipal Court Judge presides over and adjudicates a variety of hearings and trials related to criminal and civil cases in accordance with established legal procedures as prescribed in Washington State law; imposes appropriate sentences and penalties as prescribed by law.

Supervisory Responsibilities

Positions supervises the Court Administrator

Essential Functions

1. Directs and controls the proceedings involved in court hearings and trials; presides over a variety of municipal court hearings and trials in criminal and civil cases in accordance with Washington State law.
2. Presides over and adjudicates court and jury trials, pretrials, arraignments, post-conviction reviews, and other hearings.
3. Reviews and signs warrants and other documents; researches legal issues and maintains current knowledge of legislative changes impacting municipal court procedures.
4. Hears, tries, and adjudicates a variety of cases related to misdemeanor crimes, traffic, parking and photo enforcement violations, including mitigation and contested hearings.
5. Hears and makes appropriate determinations in response to civil petitions for protection in domestic violence cases.
6. Hears and weighs testimony and evidence presented to determine appropriate verdict of guilty or not guilty; imposes just sentences and penalties as prescribed by law; utilizes remedial and community service programs as appropriate.
7. Ensures compliance with any post sentencing requirements.
8. Works with the Court Administrator to ensure the court is in compliance with all state and local regulations, and rules as promulgated by the Administrative Office of the Courts.
9. Speaks to community groups and presides at ceremonial functions as requested; administers oaths of office and other duties prescribed by law.
10. Provides supervision to subordinate(s) in planning and implementing programs; selects, trains, motivates, coaches and evaluates staff; establishes and monitors employee performance objectives; reviews employee performance evaluations

completed by the Court Administrator; provides or coordinates staff training; implements discipline.

11. Meets regularly with staff to discuss and resolve priorities, workload and technical issues.
12. Facilitates problem solving and encourages a high degree of communication and feedback between employees and supervisors; leads by example by maintaining high standards of behavior and performance.
13. Maintains timely and regular attendance.
14. Other duties as assigned.

Performance Requirements (Knowledge, Skills, and Abilities)

1. United States and Washington State Constitutions and judicial systems.
2. Municipal Court rules, procedures, conduct and Rules of Evidence and laws of arrest.
3. State laws and City ordinances pertaining to civil, traffic, and criminal cases.
4. Trial of court cases and/or administrative proceedings.
5. Management practices in a union environment.
6. City organization, operations, policies and procedures.
7. Hear and weigh testimony and evidence and impose appropriate sentences and penalties in accordance with the laws of the State of Washington and the City of Poulsbo.
8. Read, interpret, apply, and explain codes, rules, regulations, policies, and procedures.
9. Analyze situations accurately and adopt an ethical and effective course of action.
10. Manage a large case load and work independently.
11. Make difficult decisions under stress, and to be fair, open minded, and committed to equal justice under the law.
12. Work in a team environment with the court staff and other branches of government.
13. Comport with the Code of Judicial Conduct.
14. Supervise, lead, coach and use best management practices to improve staff performance.
15. Support and model the identified vision, values and behaviors of the organization.
16. Establish and maintain effective working relationships.
17. Use initiative and independent judgment within established procedural guidelines.
18. Operate a personal computer utilizing a variety of standard and specialist software.
19. Communicate effectively both orally and in writing.

Working Environment

Work is performed in an office setting with extensive work performed at a computer workstation. The environment includes a normal range of noise and other distractions with very low every day risks working around standard office equipment. This position requires extensive reading and involves repetitive motion tasks. Attendance at meetings may require working evening hours.

Experience and Training Requirements

Required Qualifications:

1. Graduation from a law school accredited by the American Bar Association is required.
2. Five years of experience as a practicing attorney.

Preferred Qualifications:

1. Two years of criminal law experience, including participation as a trial counsel or judge, and/or prior experience as a judge or judge pro tem, are preferred.

Licenses and Other Requirements

1. An attorney admitted to practice law before the courts of record of the State of Washington.
2. Member in good standing, on active or judicial status, of the Washington State Bar Association at time of appointment.
3. Valid Washington State Driver's License.
4. A citizen of the United States and of the state of Washington, and resident of Kitsap County.
5. Must submit to a criminal background investigation and review any disciplinary filings with the Washington State Bar Association or other bar associations.
6. Must be bondable and take an oath of office.
7. Successful completion of a pre-employment background check is required.

NOTE:

1. The regular work schedule varies, totaling 20 hours per week, Monday through Friday. Typical work hours will be between 8:00 am and 4:30 pm
2. Work is primarily performed in a courthouse environment which is busy, oriented to public service, and subject to occasional work interruptions. Noise level is moderate.

3. The employee may interact with disgruntled and hostile individuals, requiring the ability to work under pressure, ability to quickly adjust to changing priorities and demands, and the use of conflict management skills.
4. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.
5. While requirements may be representative of minimum levels of knowledge, skills, and abilities, to perform this job successfully the incumbent will possess the abilities or aptitudes to perform each duty proficiently.
6. This job description in no way implies that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties required by their supervisor.
7. This document will be reviewed and updated yearly at the time of employee performance appraisal, when position becomes vacant, or if position duties are changed significantly.

THE WASHINGTON STATE GOVERNOR'S OFFICE UNIFORM JUDICIAL EVALUATION QUESTIONNAIRE

I. Judicial Position	
Position Sought	Court, Division, or District

II. Personal Information	
Name (Last, First, and Middle Initial)	Email (Personal and Work)
Home Mailing Address	City, State, ZIP
Work Mailing Address	City, State, ZIP
Personal Phone (Include area code)	Work Phone (Include area code)
Mobile Phone (Include area code)	Social Security Number ¹
WSBA Bar Number and Year of Admission	Date of Birth (mm/dd/yyyy)

III. Prior Evaluation and Application History
Please list all prior judicial positions sought. Please list evaluations you received as part of that process, including dates.

IV. Education		
Please list all law school, graduate, and undergraduate colleges and universities attended.		
College/University	Month and Year Attended (From and To)	Degree Awarded
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If you did not complete your degree at any of these schools, please explain why.		

V. Professional History	
1. Present or Last Employer	Employer's Address
Employer's Phone (Include area code)	Your Title
Dates of Employment From To	Supervisor's Name
Nature of Practice (including frequency of court appearances and areas of special emphasis)	
Reason for Leaving	

2. Previous Employer	Employer's Address
Employer's Phone (Include area code)	Your Title
Dates of Employment	Supervisor's Name

¹ Please only include your Social Security number on the copy of the questionnaire forwarded to the Governor's Office.
Washington Uniform Judicial Evaluation Questionnaire (updated 1/5/15)

From	To	
Nature of Practice (including frequency of court appearances and areas of special emphasis)		
Reason for Leaving		

3. Previous Employer	Employer's Address
Employer's Phone (Include area code)	Your Title
Dates of Employment From To	Supervisor's Name
Nature of Practice (including frequency of court appearances and areas of special emphasis)	
Reason for Leaving	

4. Previous Employer	Employer's Address
Employer's Phone (Include area code)	Your Title
Dates of Employment From To	Supervisor's Name
Nature of Practice (including frequency of court appearances and areas of special emphasis)	
Reason for Leaving	

5. Previous Employer	Employer's Address
Employer's Phone (Include area code)	Your Title
Dates of Employment From To	Supervisor's Name
Nature of Practice (including frequency of court appearances and areas of special emphasis)	
Reason for Leaving	

Please list any additional employment, and include the same information sought in previous Section V questions.

VI. Jurisdictions, Associations, and Awards
List all other courts and jurisdictions in which you have been admitted to practice law and the dates of admission. Please provide the same information for administrative bodies having special admission requirements.
Please list all bar associations and professional societies of which you are a member and give the titles and dates of any offices that you have held in such groups.
Are you in good standing in every bar association of which you are a member? If you answered "no", please explain.
If you have been a judge, please identify court committees on which you served or administrative positions you have held. Include dates of services for each.
Please list any honors, prizes, awards, or other forms of recognition that you have received and whether they were professional or civic in nature.

VII. Professional Practice Experience
Within the last five years, did you appear in trial court:

Regularly Occasionally Infrequently

Within the last five years, did you prepare appellate briefs and appear before appellate courts:
 Regularly Occasionally Infrequently

Within the last five years, how often did you appear in the court for which you are applying:
 Regularly Occasionally Infrequently

Career Experience – What percentage of your appearances in the last five years was in:

Federal Appellate Courts %
 Federal Trial Courts %
 State Appellate Courts %
 State Trial Courts %
 Municipal Courts %
 District Courts %
 Administrative Tribunals %
 Tribal Courts %
 Other %

What percentage of your practice in the last five years was in:

Civil Litigation (excl. family law) %
 Criminal Litigation %
 Family Law Litigation %
 Non-Litigation %

What percentage of your trials in the last five years were:

Jury Trials %
 Non-Jury Trials %

Indicate the total number of cases during your career that you have tried to verdict or judgment (rather than settled) in the following courts, and indicate for each court that the following percentages: trials in which you were the sole counsel or chief counsel, jury trials, and trials where you were the arbiter/decision maker.

Court	Number	% as sole/Chief Counsel	% Jury	% as the Arbiter
Municipal Court				
State District Court				
State Superior Court				
Federal District Court				
Administrative Court				
Tribal Court				
Other				

Indicate the total number of appellate cases during your career where you appeared as counsel of record in the following courts, and indicate for each court the following percentages: cases where you were sole counsel or chief counsel, and cases where you were the arbiter/decision maker (if applicable).

Court	Number	% as sole/Chief Counsel	% as the Arbiter
State Superior Court			
WA Division I COA			
WA Division II COA			
WA Division III COA			
State Supreme Court			
Federal Circuit COA			
US Supreme Court			

Briefly describe no more than eight significant matters that you directly handled as counsel, and include the reason that each is significant to you. For each, please provide the name of the judge or other judicial officer, and the citation, if applicable.

State in detail your experience in adversary proceedings before administrative boards or commissions during the last five years.

Please briefly describe any legal non-litigation experience that you feel enhances your qualifications to serve as a judge.

Please list all chairmanships of major committees in bar associations and professional societies and memberships on any committees that you have held and believe to be of particular significance.

Have you published any books or articles in the field of law? If so, please list them, giving the citations and dates. Also, please give the dates and forums of any Continuing Legal Education presentations that you have made.

VIII. Judicial Interest and Experience

In 75 words or less, please describe why you are seeking a judicial position.

In 75 words or less, please describe the type of judge you aspire to be.

Have you ever held a judicial office? If you answered “yes”, please provide details, including the courts involved, whether elected or appointed, and periods of your service.

Have you ever held public office other than a judicial office? If you answered “yes”, please provide details, including the offices involved, whether elected or appointed, and periods of your service.

Please briefly identify all of your experience as a neutral decision-maker (e.g. permanent or pro tem judge in any jurisdiction, administrative law judge, arbitrator, hearing officer, etc.). Give courts, approximate dates, and attorneys who appeared before you.

If you seek an appellate court position, please describe how your previous judicial experience prepared you to serve as an appellate court judge.

IX. Community and Civic Activities

Please list community and civic activities, including dates and leadership roles you have held, over the last 10 years.

X. Access to Justice and Diversity in the Legal Profession

Please describe any activities that you have engaged in to eliminate bias or improve access to the judicial system.

What are the most significant barriers to access to justice today? In what ways have you seen these barriers in your practice?

As a member of the bench, what role, if any, do you believe that a judge has to enhance equal access to justice?

What experiences, training, or knowledge do you have in addressing diversity in the legal profession?

What can a judge, or court, do to improve diversity in the legal profession?

XI. Discipline, Disputes, and Conflicts

Have you ever been held, arrested, charged, or convicted by federal, state, or other law enforcement authorities for violation of any federal law, state law, county or municipal law, regulation, or ordinance? If you answered “yes”, please provide details, including case numbers. (Do not include traffic violations for which a fine of less than \$150.00 was imposed.) Please feel free to provide your view of how it bears on your present fitness for judicial office.

Has a client ever made a claim or suit against you for malpractice? If you answered “yes”, please provide details and the current status of the claim and/or suit.

Have you ever been a party in interest, witness, or consultant in any legal proceeding? If you answered “yes”, please provide details, including the case number. Do not list proceedings in which you were merely a guardian ad litem or stakeholder.

Have you ever been the subject of a complaint to any bar association, disciplinary committee, court, administrative agency, or other professional group? If you answered “yes”, please provide details.

Have you ever been disciplined or cited for breach of ethics or unprofessional conduct? If you answered “yes”, please provide details.

If you have ever served as a judge, commissioner, or in any judicial capacity, has a complaint for misconduct in that capacity ever been made against you? If you answered “yes”, please provide details.

If you are now an officer or director of any business organization or otherwise engaged in the management of any business enterprises, please provide the following: the name of the enterprise, the nature of the business, the title of your position, the nature of your duties, and the term of your service. If you are appointed and do not intend to resign such position(s), please state this below along with your reasons for not resigning.

Are you aware of anything that may affect your ability to perform the duties of a judge?
please provide details.

If you answered “yes”,

XII. References – In the evaluation process it is useful for evaluators to speak with attorneys and non-attorneys who are familiar with you. Evaluators may contact each of your references. If a reference is unreachable, your evaluation may be delayed.

Please list the names and phone numbers of up to 10 opposing counsels who know you best, including at least three opposing counsels on cases that went to trial.

If you have been a judge or otherwise have served as a neutral decision-maker within the last 10 years, please list the names and phone numbers of the last 10 attorneys who have appeared before you.

For the last five trials in which you participated (whether as a trial lawyer or decision-maker), please list as appropriate the following for each: case name, subject matter, court, judge (with phone numbers), and opposing counsel or counsel appearing before you (with phone numbers).

Please list the names and phone numbers of 10 additional attorneys familiar with your professional qualifications, skills, experience, and attributes.

Please list the names and phone numbers of up to five non-attorney references whose opinions or observations—particularly with respect to your commitment to improving access to the judicial system—would assist in the consideration of your application.

Please provide a writing sample of your work (between five and 10 pages long), written and edited by you, within the last five years.

XIII. Rating and Evaluations – The Governor’s Office requires individuals seeking judicial appointment to utilize, to the fullest extent possible, the ratings processes from state, county, and minority bar organizations. To facilitate the process, many of these organizations accept this questionnaire as the principal application in their evaluation process and may also require completion of a supplement questionnaire.

- The Washington State Bar Association (WSBA) Judicial Recommendation Committee screens and interviews candidates for state Court of Appeals and Supreme Court positions. Recommendations are reviewed by the WSBA Board of Governors and referred to the Governor for consideration when making judicial appointments. Committee information can be found on the WSBA website at <http://www.wsba.org/jrc>.
- Contact minority bar associations to determine whether an evaluation process will be conducted. Contact information can be found on the Washington State Bar Association’s website at <http://www.wsba.org/Legal-Community/Minority-Bar-Associations>. This webpage contains a link to the list of Judicial Evaluation Committee Representatives for those associations who participate in standing judicial evaluation committees. Note that some of the minority bar associations may conduct judicial evaluations when judicial vacancies occur, even if committee representatives are not listed on the webpage.
- Contact the relevant county bar associations to determine whether an evaluation process will be conducted. Contact information for county bar associations can be found on the WSBA website at <http://www.wsba.org/Legal-Community/County-Bar-Associations>

List the organizations you have contacted for an evaluation.

XIV. Date and Signature – All answers and statement are true and complete to the best of my knowledge. I understand that the state may verify information, and that untruthful or misleading answers are cause for rejection of this questionnaire or dismissal if appointed. Electronic questionnaires do not require a signature; you may type in the date and your first and last name.

Date	Signature
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