



City of Bainbridge Island Municipal Court Judge

SALARY	\$107,395.60 Annually	LOCATION	Bainbridge Island, WA
JOB TYPE	Part-time	DEPARTMENT	Municipal Court
OPENING DATE	06/02/2025	FLSA	Exempt
BARGAINING UNIT	UN		

About this Job

Application deadline: 8 am, September 3, 2025.

The City of Bainbridge Island invites applications from qualified attorneys who are interested in serving as the presiding judge of the Bainbridge Island Municipal Court. The municipal judge is appointed by the city manager, subject to confirmation by the city council. The selected applicant will be appointed to a four-year term beginning January 1, 2026. This is a half-time (20 hours per week) position.

Pursuant to the requirements of Washington State General Rule (GR) 29, the Bainbridge Island 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 Bainbridge Island 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. The Bainbridge Island Municipal Court is a federally-designated passport agent and processes an average of 900 applications per year.

The Bainbridge Island Municipal Court is staffed by a Court Administrator, one Senior Judicial Specialist and one Judicial Specialist.

The salary of the Bainbridge Island 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 provides a comprehensive benefits package which includes medical, dental, and vision insurance coverage for the employee and any qualified dependents.

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.

About the City of Bainbridge Island

The City of Bainbridge Island is a vibrant community with small-town feel, 52 miles of scenic shoreline and densely forested areas. Our employees are the most important asset in preserving and enhancing the special character of the Island, and in responding to the community's needs. The City provides competitive salaries, outstanding benefits and professional growth opportunities.

Essential Functions

- 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.
- Presides over and adjudicates court and jury trials, pretrials, arraignments, post-conviction reviews, and other hearings.
- Reviews and signs warrants and other documents; researches legal issues and maintains current knowledge of legislative changes impacting municipal court procedures.
- Hears, tries, and adjudicates a variety of cases related to misdemeanor crimes, traffic and parking violations, including mitigation and contested hearings.
- Hears and makes appropriate determinations in response to civil petitions for protection in domestic violence cases.
- 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.
- Ensures compliance with any post sentencing requirements.
- Directs the preparation and maintenance of court dockets and support documents; assures proper collection, disbursement, and accounting for fines and other monies paid to the City.
- Works with the Court Administrator to ensure court is in compliance with all state and local regulations, and rules as promulgated by the Administrative Office of the Courts.
- Speaks to community groups and presides at ceremonial functions as requested; administers oaths of office and other duties prescribed by law.
- 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.
- Meets regularly with staff to discuss and resolve priorities, workload and technical issues.
- 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.
- Maintains timely and regular attendance.
- Other duties as assigned.

Qualifications

Graduation from a law school accredited by the American Bar Association is required. Five years of experience as a practicing attorney, and at least 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.

Knowledge of:

- United States and Washington State Constitutions and judicial systems.
- Municipal Court rules, procedures, conduct and Rules of Evidence and laws of arrest.
- State laws and City ordinances pertaining to civil, traffic, and criminal cases.
- Trial of court cases and/or administrative proceedings.
- Management practices in a union environment.
- City organization, operations, policies and procedures.

Ability to:

- 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 Bainbridge Island.
- Read, interpret, apply, and explain codes, rules, regulations, policies, and procedures.
- Analyze situations accurately and adopt an ethical and effective course of action.
- Manage a large case load and work independently.
- Make difficult decisions under stress, and to be fair, open minded, and committed to equal justice under the law.
- Work in a team environment with the court staff and other branches of government.
- Comport with the Code of Judicial Conduct.
- Supervise, lead, coach and use best management practices to improve staff performance.
- Support and model the identified vision, values and behaviors of the organization.
- Establish and maintain effective working relationships.
- Use initiative and independent judgment within established procedural guidelines.
- Operate a personal computer utilizing a variety of standard and specialist software.
- Communicate effectively both orally and in writing.

License and Certification Requirements

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

Additional Information

Working Conditions

The regular work schedule varies, totaling 20 hours per week, Monday through Friday. Typical work hours will be between 7:30 am and 4 pm. 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. 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.

Physical Requirements

Continuous repetitive arm/hand movement is essential to performance. The incumbent in this position must be able to discern voice conversation, have the physical ability to perform essential job functions, and have hand-eye coordination sufficient to operate computers, do keyboarding and operate other office equipment. The incumbent must have the ability to produce legible handwritten documents and may need to push, pull, lift and carry up to 20 pounds.

The City of Bainbridge Island is an equal opportunity employer. All employees and candidates for employment will be recruited, selected, trained, promoted, compensated and, if necessary, disciplined or terminated without regard to sex/gender, race, national origin, religion, creed, color, marital status, veteran status, age, national origin, pregnancy, sexual orientation, gender identity, disability, genetic information or any other basis prohibited by law.

Benefits

Review the overview of benefits provided to unrepresented City of Bainbridge Island employees.

[Benefits Summary](#)

Regular part-time employees who are regularly scheduled to work at least 20 hours per week are eligible to participate in the City's health and welfare benefit programs (for medical, dental, vision, life, long-term disability and EAP coverage) on a pro rata basis.

The City participates in social security.

Employer

City of Bainbridge Island

Address

280 Madison Ave N

Bainbridge Island, Washington, 98110

Phone

206-780-8593

Website

<http://www.bainbridgewa.gov>

Municipal Court Judge Supplemental Questionnaire

*QUESTION 1

How do you see this position fitting in with your career goals?

*QUESTION 2

Please describe particular skills, experience and/or training which you believe best qualifies you for this position.

QUESTION 3

Why is public service important to you?

* Required Question