

# **EMPLOYMENT ANNOUNCEMENT**



**City of SeaTac  
State of Washington**

**Municipal Court Judge**

**Serving in the**

**MUNICIPAL COURT OF THE CITY OF SEATAC**

The City of SeaTac, Washington (hereinafter referred to as the “City”) is seeking a part-time Municipal Court Judge (hereinafter referred to as the “Judge”) to provide judicial services to the Municipal Court of the City of SeaTac for a four-year term, commencing January 1, 2018 and expiring on December 31, 2021.

### **About the City of SeaTac**

Incorporated in February of 1990, the City is located in the Pacific Northwest, approximately midway between the cities of Seattle and Tacoma in the State of Washington. The City has a population of 28,850. SeaTac is a vibrant community, economically strong, environmentally sensitive, and people-oriented. The City boundaries surround the Seattle-Tacoma International Airport which is owned and operated by the Port of Seattle.

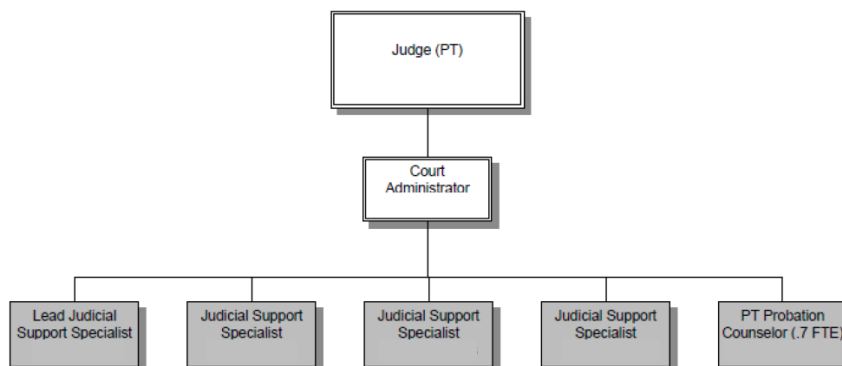
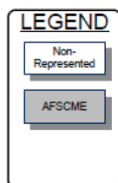
### **About the City of SeaTac Municipal Court**

The SeaTac Municipal Court is a court of limited jurisdiction. The Judge is authorized by the Revised Code of Washington to preside over civil infractions, traffic infractions, criminal misdemeanor and gross misdemeanor violations which have occurred within the boundaries of the City and civil orders for protection.

### **Organizational Chart**



#### City of SeaTac SeaTac Municipal Court – Judicial Branch of Government 2017 Organization Chart



## **Typical Court Workload (2016)**

### **Civil:**

#### **-Photo Enforcement/Parking:**

Cases Filed: 7,098

Court Hearings: Mitigations - 387; Contested – 725 Total Hearings: 1,112

NOTE: The City is currently reviewing the continuation of the Photo Enforcement Program. In the event that the Program is terminated prior to the appointment and confirmation of the Judge, the significantly reduced case filings and court hearings will most likely reduce the judge's compensated time.

#### **-Traffic and Non-Traffic Infractions:**

Cases Filed:

Traffic – 1,336; Non-Traffic - 131

Total Filings: 1,467

-Court Hearings: Mitigation - 388; Contested - 387 Total Hearings: 775

-Show Cause Hearings: 42

(Hearings for persons who have failed to respond to infractions, failed to appear for criminal proceedings, or would like a continuance or an extension of a court order.)

### **Criminal:**

#### **-Cases Filed:**

DUI/Physical Control: 106

Other Traffic: 226

Non-Traffic: 437

Total Criminal Filings: 769

#### **-Court Hearings:**

Arraignments: 677

All other types of hearings: 1710

-Jury Trials: 2

Protection Orders: 38

## **Employment Agreement**

Since this is a part-time judicial appointment, a typical Employment Agreement (See Attachment 1) between the selected candidate and the City will address such areas including Term of Office, Scope of Services, Judicial Independence and Administration, Compensation and Benefits, Method of Payment, Termination of Agreement, etc.

## **Evaluating Tools**

The "Washington State Governor's Office Uniform Judicial Evaluation Questionnaire" (See Attachment 2) is required to be filled out and signed by any judicial candidate interested in the position. The Questionnaire covers the following: Personal Information, Prior Evaluation/Application History, Professional History, Educational Background, Professional Experience, Judicial Interest and Experience, Community and Civic Activities, Discipline and Disputes, Miscellaneous, Access to Justice, Diversity in the Legal Profession, References, and Bar Associations Rating Process. The Questionnaire can be found on the Governor's website ([www.governor.wa.gov](http://www.governor.wa.gov)) under "judicial appointments." The City will rely on this Questionnaire to screen and evaluate the judicial candidates to be further considered along with additional submitted documentation.

## **How to Apply/Submission Requirements**

Individuals interested in this position are required to complete the following:

- An online application
- Cover letter
- Resume (Letters of Reference are optional at this time)
- The completed and signed Washington State Governor's Office Uniform Judicial Evaluation Questionnaire; **Note: Completing evaluations by the state, county and minority bar associations are not required due to the time line for appointment.**
- Verification as Citizen of the United States and the State of Washington
- Acknowledgement that the successful candidate will be required to be a resident of King County, Washington

\*Applicants will not be considered for this position if all materials are not submitted.

\*The successful applicant must pass a background check.

## **Submittal Due Date**

**Submittals through NeoGov are due by 5:00 pm, August 7, 2017**

## **City Contact:**

For additional information concerning this application, any other aspect of the selection process or the position in general, please contact via email:

Tim Ramsaur  
Senior Management Analyst  
E-mail: [tramsaur@ci.seatac.wa.us](mailto:tramsaur@ci.seatac.wa.us)

*No communication shall occur regarding this Application, including requests for information, or speculation between Candidate and any City elected official or employee other than those named above. Failure to comply with this provision may result in Candidate's submittal being removed from consideration.*

**Applicant may submit questions by e-mail no later than July 31, 2017 at 5:00 pm.**

**Costs Incurred.**

Any cost incurred by candidate in preparation, transmittal, or presentation of any information or material submitted in response to the Application shall be borne solely by the candidate.

**Candidate Selection Criteria/Short List/Final Selection Procedures**

After review of the submittals, the highest ranked candidates will be notified and invited to participate in a short-list phase and a final selection phase. The City Manager has final approval in the selection process and will nominate his/her selection to the Public Safety and Justice Committee prior to the City Council for confirmation.