



## CITY OF SEATTLE

# Relief Bailiff – Job #2017-01404

<b>SALARY:</b>	\$25.79 /Hour
<b>LOCATION:</b>	Seattle Justice Center, 600 5th Ave., Seattle, Washington
<b>JOB TYPE:</b>	Temporary - Non-Benefit Eligible
<b>SHIFT:</b>	Variable
<b>DEPARTMENT:</b>	Municipal Court of Seattle
<b>BARGAINING UNIT:</b>	Not represented
<b>CLOSING DATE</b>	10/24/17 04:00 PM Pacific Time

### POSITION DESCRIPTION:

The [City of Seattle's Municipal Court \(SMC\)](http://www.seattle.gov/courts/) is one of the highest volume Courts of Limited Jurisdiction in the state with 7 elected Judges, 6 appointed Magistrates, and over 200 staff. The Court adjudicates misdemeanor and gross misdemeanor crimes, infractions, and civil violations. SMC is a highly innovative and progressive court with a community-based approach to judicial administration. For more information, visit us online: <http://www.seattle.gov/courts/>

Relief Bailiffs play a critical role in the courtroom and act as a liaison between the Judge, jurors, attorneys, outside agencies and other areas of the court. They review dispositional documents with defendants, coordinate with the Marshals the transport of in-custody defendants and independently prepare and processes all documents required for jail commitments and releases.

Candidates looking to supplement their income or seeking on-call temporary employment are encouraged to apply. This is a long-term, on-going, on-call temporary position that provides administrative (nonuniformed/un-armed) courtroom coverage when our regular Bailiffs are absent. The ideal candidate:

- Has discretion and common sense when communicating with judges, attorneys, defendants and other court staff;
- Pays attention to detail and can multi-task;
- Can succeed in an environment with constant interruptions;
- Can accommodate the court schedule by being patient and flexible;
- Has skills at prioritizing and being organized;
- Is an active listener with good communication skills;
- Takes initiative to anticipate the needs of others;

The Court aims to hire those who are committed to being professional, respectful, and impartial when addressing courtroom proceedings; thereby, ensuring the public's trust and confidence in the judicial system.

### JOB RESPONSIBILITIES:

- Provides relief coverage doing administrative support work in all types of courts such as: in-custody arraignments, Pre-Trial calendars, Mental Health Court and Jury trial courts. Hearings are held in the King County Jail courtroom and the Seattle Justice Center.
- Carries out directions of the Judge related to the smooth and efficient functioning the courtroom.
- Coordinates with Court Marshals for transport and court supervision of in-custody defendants.
- Independently prepares and processes all documents required for jail commitments and releases, including Alternatives to Confinement.
- Monitors defendant's case for compliance with these commitments.
- Prepares, processes and explains documents for defendants regarding their sentence.

- Refers defendants to other Court departments and outside agencies as directed by the Judge.
- Develops and maintains up-to-date knowledge about agencies that work with the Court.
- Uses the in-house database (MCIS) and various jail screens to access case information.
- Assists defendants, attorneys, law enforcement representatives and the public by answering questions and explaining court orders.
- Maintains custody and care of jurors from voir dire through deliberation.
- Maintains confidentiality with highly sensitive information.
- Remains calm and professional throughout stressful court proceedings.
- Engages in peer training. Shares knowledge and courtroom processes/procedures with team members.
- Keeps current on changing court technology, policies and procedures in a constantly changing environment.

#### **Minimum Qualifications:**

- Bachelor's degree in criminal justice, law, or related field (or combination of education and customer service experience may substitute for education).
- 1+ year of in-person customer service experience involving effective communication, exercising sound judgment, utilizing a computer and working independently in a high-pressure environment.
- Must be able to exercise discretion, maintain confidentiality and interact tactfully and cooperatively with a diverse group of people (judges, attorneys, defendants, court personnel, outside agencies and the public).
- Ability to work with hostile or aggressive persons, and/or those with mental health issues.
- Ability to multi-task accurately, independently and calmly under stress and pressure.
- Must be flexible and professionalism when fulfilling responsibilities for all assigned courtrooms and calendars.
- Must be seeking, long-term, temporary work (3 to 12 days per month)
- Must be willing and able to work all Mondays, many Fridays and provide rotational coverage for Saturday shifts.
- Must be willing and able to work a minimum of a four-hour shift at the Seattle Justice Center or King County Jail.
- Must be at least 21 years old at the time of hire.

#### **Desired Qualifications:**

- 2+ years working inside or in support of a courtroom.
- 1+ years' experience processing confidential information.
- Experience working with hostile or aggressive persons, and/or those with mental health issues.
- Familiar and proficient in accessing and understanding the King County jail screen within the criminal justice computer database.
- Working knowledge of the criminal justice system and related technology.
- Knowledge and experience using Windows, Word, Excel and database computer programs.

#### **ADDITIONAL INFORMATION:**

##### **Training Schedule:**

The initial training and orientation requires a four-month commitment as follows:

- The first three weeks require full-time hours (40 hours per week). We will work to accommodate candidates needing to work fewer hours during the training period.
- Fully trained candidates will be part of the Relief Bailiff pool and can work between three to twelve days per month.

## **Hiring Process:**

Direct Link: <https://www.governmentjobs.com/careers/seattle/jobs/1861839/relief-bailiff>

Applications are reviewed after the posting closes. Qualified candidates must submit the following to be considered.

1. [Completed NEOGOV online application.](#)
2. Supplemental questionnaire responses.
3. Cover letter describing how your skills and experience align with the stated job responsibilities and qualifications.
4. Current resume indicating relevant experience and education.

Your application will not be reviewed if these items are missing or incomplete. By completing the supplemental questions, you are attesting that the information you have provided is true and accurate. The Court will review any information provided in your application package and misstatements or falsification of information will eliminate you from consideration and/or employment if discovered after selection for the position.

## **NOTE:**

- A job offer is contingent upon successfully passing the court's background check. The background check includes a criminal history background review, fingerprinting, reference checks and verification of credentials.
- This position is exempt from Civil Service and serves at the discretion of the Presiding Judge.
- This is an un-armed, administrative position. Court Marshals handle in-custody transportation and arrests.
- Selected candidates must be able and willing to work on-call, as needed, Monday through Saturday.
- For more information on the Seattle Municipal Court, visit [www.seattle.gov/courts](http://www.seattle.gov/courts).
- For questions about this opportunity, please contact HR Recruiter, Crystal Yost at [crystal.yost@seattle.gov](mailto:crystal.yost@seattle.gov)

---

APPLICATIONS MAY BE FILED ONLINE AT:  
Job #2017-01404

<http://www.seattle.gov/jobs>  
RELIEF BAILIFF  
CY

If you are unable to apply on-line you may submit a paper application by the closing date to our office.

OUR OFFICE IS LOCATED AT:  
Seattle Municipal Tower  
700 5th Avenue, Suite 5500 Seattle, WA 98104

[Careers@seattle.gov](mailto:Careers@seattle.gov)



**Who May Apply:** This position is open to all candidates that meet the minimum qualifications. The City of Seattle values diverse perspectives and life experiences. Applicants will be considered regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, or gender identity. The Department encourages people of all backgrounds to apply, including people of color, immigrants, refugees, women, LGBTQ people, people with disabilities, veterans and those with diverse life experiences.

Accommodations for people with disabilities are provided on request.

The City is a Drug Free Workplace.

---

## Relief Bailiff Supplemental Questionnaire

\*1.A cover letter and resume are both required documents. Missing one or both attachments will flag your submission as incomplete. Did you attach a cover letter and resume?

- ☐ Yes  
☐ No

\*2.I understand this position is an intermittent on-call position.

- ☐ Yes  
☐ No

\*3.Do you have 1 or more years' of in-person customer service experience involving effective communication, exercising sound judgment, utilizing a computer and working independently in a high-pressure environment?

- ☐ Yes  
☐ No

4.After reviewing the job posting, what do you think are the core competencies a Relief Bailiff must have to be successful in this role?

\*5.Do you possess the core competences listed in your above response?

- ☐ Yes  
☐ No

\* Required Question