

Jurisdiction: City of Zillah
Job Title: Municipal Court Judge
Employment Type: Part-time – Non Union
Salary: \$1,000 per month
Contact Information: Zillah City Hall, 503 First Avenue, Zillah, WA 98953, 509-829-5151
Job Start Date: January 1, 2016

JOB DESCRIPTION

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; impose appropriated sentences and penalties as prescribed by law; communicates with other City, County and State criminal justice agencies.

SUPERVISION EXERCISED

Supervises Court Personnel

DESIRED MINIMUM QUALIFICATIONS

Any combination equivalent to: consistent with requirements set by Washington State Law.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

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 pertinent to civil, traffic and criminal cases. Remedial and community service and treatment programs available. Oral and written communication skills. Interpersonal skills using tact, patience and courtesy. City organization, operations, policies and objectives. Preside over a variety of misdemeanor trials and civil hearings. Hear and weigh testimony and evidence. Impose appropriate sentences and penalties in accordance with the laws of the State of Washington. Communicate effectively both orally and in writing. Read, interpret, apply and explain codes, rules, regulations, policies and procedures. Establish and maintain cooperative and effective working relationships with others. Analyze situations accurately and adopt an effective course of action. Work independently with little direction. See Job Description for detailed list.

OTHER

Must provide certification of attendance in the Judicial College within the past 3 years or will need to attend/complete the course January 24-29, 2016.

**CITY OF ZILLAH
POSITION DESCRIPTION**

JOB TITLE: Municipal Court Judge
DEPARTMENT: Municipal Court
REPORTS TO:

LOCATION: Municipal Court
UNION: None
REVISION DATE: 2011

GENERAL PURPOSE:

Preside over and adjudicate a variety of hearings and trials related to criminal and civil cases in accordance with established legal procedures as prescribed in Washington State law; impose appropriated sentences and penalties as prescribed by law; communicate with other City, County and State criminal justice agencies.

SUPERVISION RECEIVED:

None

SUPERVISION EXERCISED:

Supervises Court Personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Direct and control the proceedings and personnel involved in court hearings and trials including prosecuting and defense attorneys, defendants, witnesses, court clerks and others; preside over a variety of Municipal Court hearings and trials in criminal and civil cases in accordance with Washington State law.

Preside over and adjudicate court and jury trials, pre-trials, arraignments, post-conviction reviews and other hearings.

Review and sign warrants and other documents; research legal issues and maintain current knowledge of legislative changes impacting Municipal Court procedures.

Hear, try and adjudicate a variety of misdemeanor cases related to criminal, traffic and parking violations including mitigation and contested hearings.

Hear and make appropriate determinations in response to civil petitions for protection in domestic violence cases.

Hear and weigh testimony and evidence presented to determine appropriate verdict of guilty or not guilty; impose just sentences and penalties as prescribed by law; utilize remedial and community service programs as appropriate.

Communicate with a variety of City departments including legal, police, fire, public works and others regarding court cases, complaints and other issues.

Communicate with various community agencies and County offices regarding probation, specific referrals, driving records, domestic violence cases, common defendants and treatment programs available for mental health and alcohol problems.

Direct the preparation and maintenance of court dockets and support documents; assure proper collection, disbursement and accounting for fines and other monies paid to the County.

Speak to community groups and preside at ceremonial functions as requested;

Administer oaths of office and other

PERIPHERAL DUTIES:

None

DESIRED MINIMUM QUALIFICATIONS

Any combination equivalent to: consistent with requirements set by Washington State law.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES:

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 pertinent to civil, traffic and criminal cases.

Remedial and community service and treatment programs available.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

City organization, operations, policies and objectives.

Preside over a variety of misdemeanor trials and civil hearings.

Hear and weigh testimony and evidence.

Impose appropriate sentences and penalties in accordance with the laws of the State of Washington.

Communicate effectively both orally and in writing.

Read, interpret, apply and explain codes, rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Analyze situations accurately and adopt an effective course of action.

Work independently with little direction.

TOOLS AND EQUIPMENT USED:

Personal computer system, including word processing and specialized court software; 10-key calculator; typewriter; phone; copy and fax machine; recording system.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk, or hear. The employee is occasionally required to walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment of the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

City of Zillah Application for Employment

Human Resources
Use Only

City of Zillah
PO Box 475, Zillah, WA 98953
Phone #509-829-5151 FAX #509-829-5457

You must submit a separate Application for each position.
Read the Position Opening Announcement to see if a
Supplemental Questionnaire is required.
DO NOT submit a photograph of yourself.

The City of Zillah is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, sex, age, color, sexual orientation, religion, national origin, marital status, genetic information, veteran's status, disability, or any other basis prohibited by federal, state or local law.

Complete all information from this point forward. An incomplete Application may disqualify you from further consideration.

Applicant: Write the Position Title of the Job you are applying for here:

Name _____ (Last) _____ (First) _____ (Middle)

Address _____
_____ City _____ State _____ Zip _____

Home Ph. () Cell () Work () Email _____

Are you a U.S. citizen, or, do you have a Visa permitting you to work in the U.S.? (Documentation of authorization to work in the U.S. will be required if an offer of employment is made and accepted.) Yes No

Are you over the age of 18? Yes No

Do you have, or can you obtain, a valid Washington State Driver's License? Yes No

Do you wish to claim Veteran's Preference for testing, pursuant to RCW 41.04.010? Yes No

TRAINING AND EDUCATION

Highest Grade Completed: 8 9 10 11 12 GED

Colleges/Other Training	Subject/Major	Degree/Certificate	Date Completed
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EQUIPMENT, OFFICE AND COMPUTER SKILLS

Describe computer and other equipment operation skills. Include programs used, typing speed & other information relevant to the position for which you are applying.

CRIMINAL CONVICTION

The City of Zillah is mindful of its obligation to employ qualified persons and its entitlement under law to consider an applicant's convictions record as it relates to job performance. A **conviction record will not disqualify you for employment unless such record would reasonably affect your fitness for the job for which you have applied.** Have you been convicted of a felony or released from prison within the last ten (10) years, or have been convicted of a misdemeanor other than minor traffic offenses within the past three (3) years? YES NO

If Yes, Please Provide
Details Regarding the
Crime and the Sentence or
Fine Imposed _____

PROFESSIONAL REFERENCES (Do Not List Relatives)

Name/Title _____ Employer _____ Phone () _____

Name/Title _____ Employer _____ Phone () _____

Name/Title _____ Employer _____ Phone () _____

SIGNATURE IS REQUIRED

To the best of my knowledge, the information herein is true and complete. I have read the Position Opening Announcement and I can perform the essential functions of the position for which I am applying, with or without reasonable accommodation. I understand that if I receive a Conditional Offer of Employment for a position where I will have unsupervised access to children, developmentally disabled persons, or vulnerable adults, the City of Zillah is authorized to complete a thorough background check pursuant to the Child/Adult Abuse Information Act. I understand that I will be tested for the presence of drugs as part of the pre-employment screening if I receive a

I understand that providing false information on this application is grounds for disqualification and/or dismissal. If I am applying for an exempt position, I understand that nothing in this application or my communications with any City of Zillah official is intended to create an employment contract between the City of Zillah and me.

Signature _____ Date _____

WORK HISTORY

Beginning with your present or most recent employment, list your work/experience history for the last 10 years or experience prior to that time which is directly related to the position for which you are applying. Attach additional sheets as necessary. Be sure to include any non-paid experience which is related to the job for which you are applying. Complete the following sections even if you are submitting a resume in addition to this application. An incomplete application may disqualify you. If you have been known by a different name by any of these employers, please identify the employer and state the name here :

Employer's Name _____	From _____	To _____
	<small>Mo/Year</small>	<small>Mo/Year</small>
Address _____	Supervisor _____	
Phone _____	Hours Worked Per Week _____	
Position _____	Start Salary _____	
Number Of Employees Supervised By You _____	Last Salary _____	
Reason For Leaving _____		
Primary Duties _____		

Employer's Name _____	From _____	To _____
	<small>Mo/Year</small>	<small>Mo/Year</small>
Address _____	Supervisor _____	
Phone _____	Hours Worked Per Week _____	
Position _____	Start Salary _____	
Number Of Employees Supervised By You _____	Last Salary _____	
Reason For Leaving _____		
Primary Duties _____		

Employer's Name _____	From _____	To _____
	<small>Mo/Year</small>	<small>Mo/Year</small>
Address _____	Supervisor _____	
Phone _____	Hours Worked Per Week _____	
Position _____	Start Salary _____	
Number Of Employees Supervised By You _____	Last Salary _____	
Reason For Leaving _____		
Primary Duties _____		

AUTHORIZATION TO RELEASE EMPLOYMENT RECORDS

References will only be checked for finalists.

Current and/or prior employers will only be contacted after an applicant has been notified that he/she is a finalist. I certify that the information given by me to the City of Zillah is true and complete to the best of my knowledge. I understand that falsification of this application will be grounds for elimination from further consideration or, if employed, may result in discipline up to and including immediate dismissal. I further certify that I am not engaged in any outside activity or business that could be considered in conflict with City of Zillah interest or those of its clients, nor will I become engaged in such activity or business if employed.

I, the undersigned applicant for employment with the City of Zillah, in consideration of the review of my employment application, do authorize the City of Zillah to solicit information regarding my character, general reputation, previous employment, and similar background information, and to contact any and all prior employers or references I have given on my application. I hereby release all parties and persons connected with any such request for information from all claims, liabilities, and damages for any reason arising out of the furnishing of such information. If employed, I release the City of Zillah from any liability for future references it may provide regarding my work history at the City of Zillah.

If employed, I further agree that if I lose, damage, or fail to return any of the City of Zillah's property, the City of Zillah is authorized to deduct from my wages sufficient reasonable funds to replace its property.

It is my intention that any copy of this authorization be as effective as the original.

Date

Name (Please Print)

Signature

DRIVING RECORD
(To be completed with application)

Name: _____
Please Print Last First MI

List all notices of infractions or traffic citations (other than parking tickets) which you have received in the past 5 years.

State	Month/Year	Type of Infraction

Infractions or citations will not necessarily remove you from consideration. The City of Zillah will; however, consider your driving record when making employment decisions.

The information provided above is true to the best of my knowledge. I understand that providing false information is cause for elimination in the selection process or dismissal from employment.

Signed: _____ Date: _____

Finalists, upon notification that references will be checked, will be required to submit a copy of their driving abstract to Human Resources. Driving abstracts may be obtained at any Washington State Department of Licensing branch office for a small fee. Other states may have different procedures. This fee is at the Finalist's own expense.

City of Zillah Driving Standards:

Applicants for positions in which the employee is expected to operate a motor vehicle must be at least 18 years old and will be required to present a valid Washington State driver's license with any necessary endorsements. Driving records of applicants may be checked. Applicants will be disqualified under the following circumstances:

- **Violations**
More than two moving traffic violations within the preceding three years; or reckless driving violation within the preceding five years; or driving while intoxicated within the preceding five years.
- **Accidents**
More than one motor vehicle accident within the preceding three years for which the applicant received a traffic or criminal citation and was convicted, forfeited bail, or entered a plea of "guilty" or "nolo contendere."

Name: _____
Please Print _____ Last _____ First _____ MI _____
Job Name: _____

Are you a former or current City of Zillah Employee?

Yes No If Yes, please tell us:

When you worked _____
Department _____
Position Title _____
Supervisor _____

Having a relative employed by the City of Zillah will not necessarily bar you from employment.

Do you have any relatives employed by the [Member name]? Yes No

If yes, Please list their name/s and relationship/s _____

We would appreciate completion of the information below. This is entirely voluntary. The City of Zillah is committed to non-discrimination in employment practices. This information will be kept confidential and will be used for EEO record keeping purposes only.

Sex Female Male
Ethnic Category (Check one) Caucasian African American Hispanic or Latino Asian
 Native Hawaiian or Other Pacific Islander Alaskan Indian Native American Two or More Races Other _____

Please tell us how you learned of this opening by circling the number of the source

- | | |
|--|--|
| 1. Local Media _____ | 7. Library _____ |
| 2. [Member] (Jobline/TV/Walk in) _____ | 8. School/College _____ |
| 3. Internet (general) _____ | 9. Friend/Relative _____ |
| 4. Jobs Available _____ | 10. [Member] Employee _____ |
| 5. AWC Job Net _____ | 11. Professional Publication/Internet Site _____ |
| 6. Municipal Office _____ | 12. Law Enforcement Digest _____ |
| | 13. Other _____ |

APPLICATION ASSEMBLY and HIRING PROCESS:

Assemble application materials in this order: 1: City of Zillah Application Front Page, 2: Work History, 3: Supplemental Questionnaire (if required), 4: Authorization To Release Employment Records, 5: Driving Record. 6: The following optional items may follow in this order: cover letter, resume, reference list, etc. Please make 7: this sheet the **LAST PAGE as it will be removed. Staple everything together in the top left corner.**

Those applicants who submit a complete and timely application and are invited to participate in the testing and/or interview stages of the selection process will be notified by phone, email, or mail. Those who are not will be notified by mail. Incomplete or late applications will not receive notification. Application screening is scheduled to begin on the first business day following the closing date and may take 5-10 business days.

Thank you for considering us as your prospective employer.