



Municipal Court Judge

Class Code:
960

Bargaining Unit: Non-represented

CITY OF SPOKANE
Established Date: Nov 10, 2020
Revision Date: Nov 10, 2020

CLASS SUMMARY:

DEPARTMENT PURPOSE

Spokane Municipal Court is a court of limited jurisdiction with statutory authority to adjudicate criminal misdemeanors, civil infractions, and limited civil matters. Pursuant to the provisions of Chapter 3.50 of the Revised Code of Washington and the Chapter 05A.05 of the Spokane Municipal Code, the City has established the Municipal Court of the City of Spokane. Such Court has jurisdiction and shall exercise all powers declared by said Chapters to be vested in municipal courts, together with such other powers and jurisdiction as are generally conferred upon such courts in the State of Washington by common law, statute, or ordinance.

POSITION PURPOSE

The Judge serves as the Municipal Court Judge for the City with all the powers, duties, privileges and obligations which said office confers.

SUPERVISION EXERCISED

Work is performed with considerable independence within the framework of state law and local ordinances. Supervises and directs Municipal Court personnel.

EXAMPLES OF JOB FUNCTIONS:

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KEY RESPONSIBILITIES

- Performs professional judicial duties in interpreting and applying the local, state law, and local ordinances;
- Manages the operating division of the Spokane Municipal Court;
- Presides over a variety of hearings including criminal misdemeanor and traffic cases, driving and curfew arraignments, criminal non-jury trials, and pre-trial conferences;
- Reviews requests for continuances; grants or denies requests;
- Reviews search warrants; signs or rejects warrants; confirms warrant recalls;
- Reviews no contact order (NCO) requests; signs or NCOs; confirms NCO recalls;
- Reviews and signs complaints, summons, subpoenas, arrest warrants and adult diversion forms;
- Reviews and signs seized property releases;

- Evaluates and analyzes statistical data on a continuing basis concerning the management of courtroom case flow and oversees periodic reports based on that data;
- Responds verbally and in writing to complaints and inquiries from the public, the City Council, Mayor, City Administration, and other City departments, as ethically and legally appropriate, and explains relevant administrative and judicial policies and procedures;
- Determines departmental budget priorities for the operating divisions;
- Directs the development and installation of procedural, technical, and operational improvements through the Municipal Court Administrator;
- Determines the long-range plan for the Court;
- Performs legal research and writing;
- Follows all applicable safety rules and regulations;
- Protects confidential information by preventing unauthorized release, both verbal and/or written;
- Assists in department operations and performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

- Graduation from a college or university with a Juris Doctorate degree.
- Must be a citizen of the United States and;
- Of the State of Washington.
- Must be a resident of Spokane County.
- Must be an attorney admitted to practice law before the courts of record of the State of Washington.

COMPETENCIES:

Knowledge of:

- Considerable knowledge of the State of Washington criminal law and traffic procedures; methods of efficient juror utilization; the criminal justice system; and case-management techniques;
- Considerable knowledge of the legal system, its processes and procedures, court structures and organizations, the purpose and function of the courts and their relationship to other governmental units and society;
- Considerable knowledge of modern principles, practices, and technology of court management; case assignment systems, elements of effective case-flow management and techniques of case-progress control.

Ability to:

- To effectively communicate orally with defendants, witnesses, and the public in group settings to give instructions or information and to respond to questions;
- Analyze complex problems of law enforcement and to adopt effective courses of action;
- Effectively communicate both orally and in writing, and establish and maintain rapport with subordinates, superiors, other agencies and the public;
- Ability to visually observe people's behavior in a courtroom setting; comprehend and make inferences from written material; produce written documents with clearly organized thoughts using proper sentence construction, punctuation and grammar;
- Ability to conduct and control court proceedings, elicit pertinent information and confine witnesses and litigants to relevant issues, appraise factual situations and make appropriate decisions promptly and in accordance with the law;

- Ability to formulate and implement plans and programs, analyze difficult work procedures and job methods in order to apply processing and technique improvements, and manage scheduled cases in an effective and efficient manner;
- Ability to exercise sound judgment in making decisions and preventing errors that might adversely affect the court or the court system;
- Ability to effectively communicate, both orally and in writing, to both individuals and groups, regarding complex or sensitive issues or regulations;
- Ability to use of personal computers, Microsoft applications, and specialized computer systems and applications designed to improve court efficiency.

OCCUPATION AND PROGRESSION:

Working Conditions:

Work is performed primarily in an office environment with limited privacy and frequent interruptions. Work environment is both formal and informal, having variable tasks, pace and pressures.

ADDITIONAL DETAILS:

Behavioral Standards:

As an exempt employee of the City of Spokane, the Director of Neighborhood, Housing & Human Services is subject to the City's Code of Ethics set forth in Chapter 1.04A of the Spokane Municipal Code. As such, "it is the policy of the City of Spokane to uphold, promote, and demand the highest standards of ethics from all of its employees who shall maintain the utmost standards of responsibility, trustworthiness, integrity, truthfulness, honesty and fairness in carrying out their public duties, avoid any improprieties in their roles as a public servant including the appearance of impropriety, and never use their City position, authority or resources for personal gain."

We are an equal opportunity employer and value diversity within our organization. We do not discriminate on the basis of race, religion, color, national origin, gender identity, sexual orientation, age, marital status, familial status, genetic information, veteran/military status or disability status. As a Fair Chance employer, City of Spokane does not conduct initial background screening for non-public safety positions.