



An invitation to apply for the position of
Municipal Court Judge
\$98,219 to \$120,394 Annually
(4% scheduled increase, effective January 2009)
Plus excellent benefits
Application Deadline: 12/15/2008

Spokane, Washington
Near Nature, Near Perfect

Nestled in the Inland Northwest at the foothills of the Rocky Mountains, Spokane, Washington, is a vibrant growing community that still has a small-town feel. Spokane's affordable housing, growing arts and theater community, and fine colleges and universities make it a choice destination for families and working professionals alike, and outdoors enthusiasts will relish Spokane's prime location close to skiing, hiking, camping, lakes and beaches, and other recreational pursuits. Spokane is the business hub of the Inland Northwest, with an international airport, multiple business and industrial parks, and high-tech infrastructure that includes the downtown wireless HotZone. With seventeen local golf courses, award-winning local wineries, Broadway plays at the Opera House, Spokane is a fantastic place to put down roots. There's something here for everyone.

NATURE OF WORK:

The Judge serves as the Municipal Court Judge for the City with all the powers, duties, privileges and obligations which said office confers. Pursuant to the provisions of Chapter 3.50 of the Revised Code of Washington and 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.

GENERAL FUNCTIONS:

Performs professional judicial duties in interpreting and applying the local, state and federal laws and manages the activities of the operating division of the Spokane Municipal Court. In addition to regularly scheduled sessions of the Spokane Municipal Court, the Judge shall conduct arraignments at the Spokane County Jail, as well as other court hearings at the Spokane County Jail as may be necessary and jury trials as necessary.

SUPERVISION:

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

EXAMPLES OF WORK:

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.

Serves order to persons held in custody.

Reviews search warrants; signs or rejects warrants; confirms warrant recalls.

Reviews and signs complaints, summons, subpoenas, arrest warrants and adult diversion forms.

Reviews and signs seized property releases.

Oversees the assignment and management of the work of all Court employees through the Municipal Court Administrator.

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 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.

Corresponds with non-local defendants for dispositions of cases by mail when appropriate.

Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes and work cooperatively and jointly to provide quality seamless customer service.

Performs legal research.

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.

Other duties as required.

REQUIREMENTS OF WORK:

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 communicate orally with defendants, witnesses, and the public in group settings to give instructions or information and to respond to questions.

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 perform a broad range of supervisory responsibilities over others.

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 establish and maintain effective working relationship with other judges, Court Administrators, attorneys, departmental officials, commissioners, court and law enforcement personnel.

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.

MINIMUM EDUCATION AND EXPERIENCE:

Graduation from an accredited college or university, as well as be a citizen of the United States and of the State of Washington, a resident of Spokane County, and an attorney admitted to practice law before the courts of record of the State of Washington.

BEHAVIORAL STANDARDS:

Demonstrate a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and with the public. Be dependable and meet acceptable attendance requirements at all times. Be respectful, courteous, and friendly to other judges, attorneys, departmental officials, juries, commissioners, court and law enforcement personnel, City leadership, public, and City employees. A team player that helps the Court meet its objectives. Takes initiative to meet work objectives. Establish and maintain cooperative and effective relationships with those contacted in the course of work. Positively represents the Court and City, maintaining the trust City residents have placed in its criminal justice system. Demonstrate honest and ethical behavior, including familiarization and strict adherence to the Code of Judicial Conduct.

Management / Exempt Benefits

- **Paid Time Off:** Vacation: First year, 12 workdays, increasing to 29 workdays per year. Personal Time: Up to 40 hours per year, awarded annually (prorated for part-year employees).
- **Holidays:** Eight paid observed holidays per year plus an additional four floating holidays awarded annually (prorated for part-year employees).
- **Sick Leave:** Thirteen days per year with no limit on accumulation.
- **Health Benefits:** City provides a choice of PPO or HPO health plans for employees and eligible dependants. **Dental Plan:** Employees and eligible dependents are covered by a dental plan, which includes orthodontia coverage. **Vision:** Vision benefits

are included in medical plans offered.

- **Health Reimbursement Agreement.** City contributes \$10.50 per month to an account.
- **Long Term Care:** \$1,000 facility monthly benefit with a maximum of two-year duration.
- **Employee Assistance Plan:** Provided to employees and eligible dependents.
- **Life Insurance:** City-paid benefit at 1 ½ times annual salary up to 100,000. Additional life insurance through employee payroll deduction optional.
- **Retirement Program:** The City participates in the Spokane Employees Retirement System (SERS).
- **Long Term Disability:** The City provides long-term Disability protection.
- **Deferred Compensation:** The City offers a 457 plan through ICMA Retirement Corporation and ING. City will match contribution up \$120 per month.
- **Social Security/Medicare:** The City participates in the Federal Social Security and Medicare programs.
- **Career Development Opportunities:** An extensive training and development program is open to all employees during work hours. Under the tuition reimbursement program, the City reimburses job-related courses or training with prior approval and satisfactory completion.
- **Pre-Tax Savings Benefits:** Section 125 Flexible Dependent Care Assistance Program (DCAP) and Health Insurance Premium Conversion Program are available to eligible employees.

The provisions of this bulletin do not constitute a contract, express or implied, and any provisions contained in this bulletin may be modified or revoked without notice.

How to Apply:

To apply, please submit a cover letter, résumé, exempt application and a completed [Washington State Governor's Office Uniform Judicial Evaluation Questionnaire](#). The exempt application is located at www.spokanecity.org/jobs.

For more information about this position, please contact Patricia Hammett, HR Analyst, at (509) 625-6901 or phammett@spokanecity.org.

The City of Spokane is proud to be an Equal Opportunity / Veteran's Preference Employer