



Seattle Municipal Court Court Administrator *Recruitment Announcement*

ABOUT THE SEATTLE MUNICIPAL COURT

The Seattle Municipal Court is one of the highest volume Limited Jurisdiction Courts in the State of Washington and processes more cases than any other municipal court in the state with seven elected judges and 5.5 appointed magistrates. The court is authorized by the laws of the State of Washington and the Seattle Municipal Code to adjudicate misdemeanors, gross misdemeanors, infractions (e.g. traffic infractions, parking violations, and other infractions), and civil violations related to building and zoning offenses.

The majority of the judges' workload is dedicated to trials (both jury and non-jury), pre-trial hearings, arraignments, sentencing, and probation reviews.

Every other year, the judges select one judge to act as presiding judge for a two-year term. The Presiding Judge works with the Court Administrator to guide policy, budget and operational decisions of the court. Pursuant to Supreme Court General Rule 29 the Presiding Judge assigns judges to calendars and committees on an annual basis.

The Court is committed to excellence in providing fair, accessible and timely resolution of alleged violations of the Seattle Municipal Code in an atmosphere of respect for the public, employees and other government

entities. The Seattle Municipal Court values and recognizes its employees and volunteers. The Court is a contributing partner working with the Police Department, the City Attorney and the defense bar toward a safe and vital community.

The Court works with community organizations to increase access to services for residents and enhance compliance with court-ordered conditions. Court probation and day reporting staff monitor defendant adherence to court orders, assess treatment needs and help direct them to social service resources. The Court leverages additional outside agency resources with City funds to encourage defendants to successfully complete court orders.

KARRAS
CONSULTING

1802 BLACK LAKE BLVD SW, SUITE 101 • OLYMPIA, WA 98512
360-867-1410 • WWW.KARRASCONSULTING.NET



ABOUT THE SEATTLE MUNICIPAL COURT (CONTINUED)

In addition to the three general trial courts, the jail arraignment calendar and the master jury trial calendar, the Court serves defendants and the community through four specialty courts.

The **Mental Health Court (MHC)**, established in 1999, is nationally recognized for serving misdemeanor offenders who are mentally ill or developmentally disabled. Defendants are expected to maintain treatment compliance, contact social service providers and adhere to other conditions of release. Once defendants opt into the court, frequent reviews are held. Judges become familiar with defendants, obtain input from dedicated probation staff, and make informed decisions while holding defendants responsible for their actions. The court holds contested competency and contested restoration hearings. Defendants may elect to opt out or enter into a disposition and remain under MHC supervision. Defendants can also be referred for supervision from mainstream courtrooms.

Seattle Community Court was established in 2005 as a way of enabling non-violent misdemeanor offenders to access social services while completing court supervised community service hours rather than spending time in jail. Defendant connections with social services are designed to help address the causes of underlying repeated criminal behavior. Offenders are also typically required to attend a Self-Awareness Workshop, where participants discuss the consequences of choices they make for themselves and the community.

Seattle Veterans Treatment Court was established in 2012 to meet the needs of defendants who previously served in the military and were generally discharged. The Court works closely with the King County Department of Community and Human Services, the Washington State Department of Veterans

Affairs, and the U.S. Department of Veterans Affairs to access agency resources available to veterans. Typically the veterans come before the court with substance abuse and/or serious mental health issues. Treatment incorporates core values of military life including integrity, initiative and accountability.

The Domestic Violence Courts are staffed by judges and specialized probation counselors. These courts preside over dedicated pretrial, trial, review and revocation courts each week. Victim safety is a primary concern in these cases and special emphasis is placed on accountability for offender actions. Intensive court supervision increases compliance with court conditions and scheduling more immediate violation reviews provide greater assurance of public safety. The Court addresses no contact order violations swiftly.





ABOUT THE SEATTLE MUNICIPAL COURT (CONTINUED)

COURT VALUES:

Quality Justice

Uphold the law, protect rights and liberties and administer fair and impartial justice emphasizing:

- Respect for the Rule of Law
- Public trust and confidence
- Access to justice
- Leadership in system reforms
- Community involvement
- Independence of the Judiciary

Outstanding Organizational Culture

Build and maintain a workplace culture that fosters:

- Respect and dignity
- Innovation and risk taking
- Professionalism and personal growth
- A diversified, well-trained and professional workforce
- Employee recognition
- Open and healthy communications

Standards of Excellence

Promote achievement and success by ensuring:

- Ethical and professional behavior
- Quality work performance
- Effective and efficient business processes
- Performance measurement and accountability
- Fiscal responsibility

Exceptional Public Service

Deliver quality services with a commitment to:

- Accuracy, responsiveness and accountability
- Professional, respectful and courteous customer service
- Exceed the public's expectations





ABOUT THE POSITION

The Court Administrator guides a staff of 220 employees and oversees an annual operating budget of nearly \$29 million. The Court Administrator is responsible for directing and coordinating all administrative and operational functions of the Municipal Court and allocating resources in a manner that maximizes efficiency in court operations and enhances service to the public.

Under the direction of the Presiding Judge, the Court Administrator carries out the following performance dimensions:

Strategic Focus

- Provides leadership, vision, and development of long-term strategy, in consultation with the Bench, to be consistent with the Court's mission and goal of providing access to justice in Seattle.
- Oversees operations with regard to administration, staffing, hiring, classification, discipline, labor relations, case management, public information requests, probation services, facilities, jury, records management, fiscal management and security operations.
- Advances technology through major system, and operational implementation and reforms (i.e. paper to electronic case file).

Team Engagement & Investing in People

- Maintains a close working relationship with all members of the Bench.
- Hires, and provides leadership and direction to the Executive Leadership Team.
- Develops and oversees compliance with organizational performance standards.
- Provides human resources oversight and policy development to effectively utilize the resources of the Court to include developing and implementing policies on hiring, performance management, compensation, succession planning, classification, discipline, labor relations and training.
- Ensures opportunities for professional growth are available to employees, and creates a work environment that makes the Court a desirable employer.

Service to Justice and Cultural Competence

- Promotes justice related programs and services, which will serve to benefit the Court and community.
- Advances the Court's role as judicial leader for the region through the Washington State Administrative Office of Courts.
- Provides outreach programs for the public.
- Promotes and explains the Court to civic and educational institutions.

Facilitating Change

- Identifies and initiates court innovations.
- Organizes, collaborates and communicates transformation and continuous improvement process at the Court.
- Enhances the business flow and service delivery aspects of Court operations to enable easier public access while supporting the needs of the Bench.
- Oversees recommendations for effective calendaring and case flow management policies and improvements.





ABOUT THE POSITION (CONTINUED)

Fiscal Responsibility

- Ensures a cost-effective and a well-developed budget that addresses the business needs of the Court.
- Develops administrative practices that promote compliance with court orders, provide new sources of revenue, ensure the effective and efficient use of court resources and provide access to social justice.
- Guides and directs the fiscal management of the Court to utilize City funds in an efficient manner.
- Approves and directs the implementation of audit control processes to manage funds judiciously.

Collaboration

- Effectively demonstrates to Executive and Legislative arms of the government how enhanced court services and programs meet the community's justice needs.
- Maintains and expands strong contacts with other Courts throughout the region and fosters excellent working relationships with those judicial bodies.
- Leads diverse groups and identifies opportunities for common understanding and collaboration.

Conflict Management

- Represents the Court in complex and sensitive negotiations and maintains effective working relationships with government officials, staff and the public.
- Effectively leads and manages strong personalities.
- Manages numerous streams of information and addresses occasional conflicting demands.

THE IDEAL CANDIDATE

For this important role, the Seattle Municipal Court seeks a dynamic, highly credible, unifying leader who is deeply committed to the success of the Seattle Municipal Court. Proven leadership experience is essential and candidates should bring strengths in both external relations and internal management with an ability to balance the two.

The successful candidate will report directly to the Presiding Judge. The position requires City Council confirmation.

DESIRABLE QUALIFICATIONS

An earned bachelor's degree in public administration, criminal justice, law, business administration or related field with at least seven years experience in a senior leadership role within a large and complex publicly accountable organization that involves leading a diverse staff and management of significant funds. The preferred candidate will have substantial executive court administration experience and experience using administrative best practices in local government and judicial operations. A master's degree is preferred.





APPLICATION PROCESS

Persons interested in this position must submit a cover letter, salary history and a current resume.

If you have questions regarding this announcement, please call Marissa Karras at 360-956-1336. The position will remain open until filled; however the **screening process will move quickly**. The annual salary for this position is \$110K –\$182K and depends on experience and qualifications. **Please submit your application materials as soon as possible to marissa@karrasconsulting.net.**

The Seattle Municipal Court is an equal opportunity employer, values workplace diversity and seeks to create an environment and culture that embraces employee differences. All qualified applicants are considered in accordance with applicable laws prohibiting discrimination on the basis of race, religion, color, gender, age, national origin, sexual orientation, physical or mental disability, marital status or veteran status or any other legally protected status. We will provide assistance in the recruitment, application and selection process to applicants with disabilities who request such assistance.

ABOUT THE CITY OF SEATTLE

The City of Seattle is a coastal seaport city and with nearly 635,000 residents. Seattle is the largest city in the Pacific Northwest region and one of the fastest-growing cities in the United States. The city is situated on a narrow isthmus between Puget Sound (and Lake Washington, about 100 miles south of the Canada–United States border.)

Ringed by snow-capped mountain peaks. Crisscrossed by fresh and salt waterways. Home to urban centers, villages and vibrant neighborhoods, Seattle is an incredible place to live. Spectacular natural surroundings, world-class education systems, thriving urban centers, vibrant neighborhoods and a lively arts and culture scene are just some of what makes Puget Sound a great place to live. Outdoor activities are especially plentiful given the area's natural beauty and mild climate. Hiking in the Olympic or Cascade Mountains, kayaking in Lake Union, or cycling on one of many rails-to-trails paths are just a few of the options available. Seattle is viewed as a progressive and innovative city where people are outgoing and friendly.

