



# CITY OF SEATTLE

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## Court Marshal

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<b>SALARY:</b>	\$26.42 /Hour
<b>LOCATION:</b>	Seattle Justice Center, 600 5th Ave., Seattle, Washington
<b>JOB TYPE:</b>	Temporary - Non-Benefit Eligible
<b>SHIFT:</b>	Day
<b>DEPARTMENT:</b>	Municipal Court of Seattle
<b>BARGAINING UNIT:</b>	Seattle Municipal Court Marshall's Guild
<b>CLOSING DATE</b>	Continuous

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### POSITION DESCRIPTION:

The Seattle Municipal Court, recognized for our proactive and innovative approach, is seeking experienced law enforcement or corrections officers for the position of Court Marshal. Join the Court's specially-commissioned team as an on-call officer responsible for all aspects of security and creating a safe environment for defendants, the public, and Court employees. This agency has more than 200 employees and 13 judicial officers. The Court adjudicates misdemeanor and gross misdemeanor crimes, infractions, and civil violations handling a large volume of work, requiring dedicated, agile, and motivated staff.

An On-Call Court Marshal can be assigned to work 4 to 8 hour shifts Monday through Saturday between 7 AM and 6 PM with some holiday coverage assigned. The team consists of 12 specially-commissioned officers with Sergeant Elisa Sansalone and Chief Ron Pace leading the unit. The ideal candidate will have successfully completed either a law enforcement or corrections academy and have three (3) years of full-time law enforcement or corrections experience.

Online applications will continue to be accepted until a sufficient number of qualified applicants have been received. Applicants from this recruitment process may be considered for other part-time and full-time Court Marshal openings at the Court that may come available within the next six months.

### JOB RESPONSIBILITIES:

- Guard and protect prisoners, Court staff and the public in courtrooms, jail holding cells and court-related areas.
- Intervene and make arrests in potential incidents of violence or warrant service.
- Escort prisoners or detainees between secured facilities and courtrooms.
- Book out-of-custody defendants into jail and search holding cells for contraband on a regular basis.
- Monitor, assist, and oversee security screeners to ensure screening of the general public is conducted in a professional manner.
- Operate security devices: firearm, baton, Taser, etc.
- Act as first responder to fire alarms, bomb threats and various safety concerns, and assist with building evacuations.
- Complete incident and police type reports and various required paperwork.
- Successfully secure and maintain Seattle Police Department special commission which includes passing an annual firearm qualification.

### QUALIFICATIONS:

The following are the minimum qualifications; please note the Court's preference for candidates with the desired qualifications listed under the Additional Information section.

- Provide copy of certification or transcript from Washington State or an equivalent certified criminal justice academy program or, as a condition of employment, must successfully complete a Washington State criminal justice training academy as determined by the Court.
- Three years experience as a city, county, state, or federal Law Enforcement Officer, Court Detail Officer, or Court Marshal. Other types of law enforcement work experience will be reviewed on a case-by-case basis. A two-year degree in criminal justice or a related field may be considered an equivalent qualification with the additional condition of successfully completing a Washington State criminal justice training academy as determined by the Court.
- Possess a valid Washington State Driver's license upon hire, be at least 21 years of age upon hire; have a high school diploma or GED; and U.S. citizenship is required.
- Successfully pass Seattle Police Department Background Investigation which requires full disclosure of your past. Any negative factor in your background will be evaluated in terms of the circumstances and facts surrounding its occurrence. Deliberate inaccuracies or omissions may disqualify you.

*The special commission issued by the Seattle Police Department requires all Court Marshal candidates to meet the following hiring standards. Please review the following automatic and case-by-case disqualifiers to determine if you qualify to submit your application for Court Marshal position at this time.*

*SPD is most interested in an applicant's life history as a complete picture. SPD understands that, at times, people encounter challenges in their lives. During the background investigation process SPD is interested in learning greater detail about those challenges, as well as the lessons the applicant has learned and the changes the applicant has made as a result.*

*Please be forthcoming in your responses, as we expect honesty in this process.*

#### **Automatic Disqualifiers**

The following are automatic disqualifiers - applicants should not apply to our agency if any of the following apply:

Criminal Record: any adult felony conviction; any misdemeanor or felony conviction while employed in a criminal justice and/or law enforcement capacity; or any domestic violence conviction.

#### **Drug Use**:

- **MARIJUANA**: An applicant has used Marijuana within twelve (12) months prior to the date of this application.
- **COCAINE/CRACK**: An applicant has used cocaine or crack within the ten (10) years prior to the date of this application.
- **CLUB DRUGS**: An applicant has used club drugs, such as, but not limited to: Ketamine, GHB, Rohypnol, or MDMA (ecstasy) within the five (5) years prior to the date of this application.
- **HALLUCINOGENS**: An applicant has used any Hallucinogens; PCP, Angel Dust, Wet, Phencyclidine, LSD, Mushrooms, or Psylocybin, within the ten (10) years prior to the date of this application.
- **OPIATES**: An applicant has used Opium, Morphine, or Heroin within the ten (10) years prior to the date of this application.
- **STIMULANTS**: An applicant has used Methamphetamine, Crank, Crystal, Ice, Speed, Glass, or Amphetamine within the ten (10) years prior to the date of this application.
- **AEROSOLS**: An applicant has inhaled aerosols, sometimes referred to as Huffing (paint) or Whippits (Nitrous Oxide) or used Khat within the five (5) years prior to the date of this application.
- An applicant has used four (4) or more controlled substances within the ten (10) years prior to the date of this application.
- An applicant has used any illegal drug(s) while employed in a criminal justice and/or law enforcement capacity.
- An applicant has manufactured or cultivated illegal drug(s) for the purpose of the sales/marketing of the drug(s).
- An applicant has sold or facilitated the sale of illegal drugs.

### **Case-by-Case Disqualifiers**

The following are behaviors that will be given case-by-case consideration.

- **Military Discharge**: Any discharge from any military service under other than honorable circumstances (fair employment laws apply).
- **Traffic Record**: An applicant's driving record will be thoroughly assessed and may be a factor for disqualification. Examples of infractions/traffic crimes that *maybe* disqualifying include: Driving While Intoxicated (DWI), reckless driving or hit and run driving, or suspension of your driver's license within five years of the date of application.
- **Employment Record**: An applicant's employment history, including any terminations, or leaving an employer in lieu of termination, will be thoroughly assessed and may be grounds for disqualification.
- **Financial Record**: An applicant's credit history will be thoroughly assessed and related decision-making issues *may* be grounds for disqualification. The following are areas of concern: Failure to pay income tax and failure to pay child support.
- **Professional Appearance**: All applicants are expected to maintain a professional appearance at all times. SPD has the discretion in determining what is considered professional, as it relates to the position the applicant is applying for. Any and all tattoos, branding (intentional burning of skin to create a design), voluntary disfigurement (marring or spoiling of the appearance or shape of a body part), or scarification (intentional cutting of the skin to create a design) shall be carefully reviewed by SPD on a case-by-case basis.

### **ADDITIONAL INFORMATION:**

#### **Desired Qualifications:**

- We welcome those looking to supplement their income or seeking temporary employment to apply. This is a long-term, on-going temporary position that provides coverage when our regular Court Marshals are absent.
- Preference given to candidates with **certified criminal justice or corrections academy program AND have at least three years of full-time law enforcement or corrections experience.**
- Current First Aid Certificate, CPR, and use of Automated External Defibrillator (AED).
- Bi-lingual
- Demonstrated ability to: engage in proactive intervention to defuse conflicts and maintain orderly conduct in public group situations; use defensive tactics and the appropriate use of force, including weapons such as firearms and batons; perform strenuous physical tasks such as running, subduing, and detaining individuals; confront problematic situations and exercise sound judgment under stress and in emergency situations; provide excellent communication, observation, and problem solving skills; use a computer; establish and maintain effective working relationships with Judges, Court employees, and outside law enforcement agencies; demonstrated ability to work in close contact with persons who are mentally ill or who have physical illness.

**Recruitment Process and Timeline:** The entire recruitment process: application to start date takes approximately eight (8) months.

Submit online application for Court Marshal at [www.seattle.gov/jobs](http://www.seattle.gov/jobs). First review of applications will begin August 1, 2014. Online applications will continue to be accepted until a sufficient number of qualified applicants have been received. All applications will be reviewed and the most qualified candidates will be invited to participate in two rounds of interviews. Out-of-state candidates, at their own expense, must make travel arrangements to participate in-person for at least one interview, either the first or second.

- Candidates selected for first round interviews will be asked to provide a copy of their law enforcement or corrections certification or transcript.
- Top candidates, who successfully pass the second round, will be asked to submit the completed Personal History Information (PHI) packet. An extensive background investigation conducted by the Seattle Police Department. The complete PHI packet can be downloaded from the Seattle Police

Department's website at: <http://www.seattle.gov/police/jobs/hiring/lateral.htm>. Incomplete or untimely submissions will result in disqualification from the hiring process. Make sure and attach photocopies of your driver's license, social security card, DD 214 and law enforcement or corrections academy certification. The Release of Information & Credit History Release forms MUST be notarized.

- Candidates asked to participate in the background check process will have an in-depth test and interview with a SPD detective. Out-of-state candidates must make travel arrangements, at their own expense, to participate in-person for this portion of the recruitment process.
- Successful candidates who receive a conditional offer of employment must pass the final investigation phase conducted by Seattle Police Department, which includes polygraph, psychological, medical, and drug testing. Out-of-state candidates must make travel arrangements, at their own expense, to participate in-person for this portion of the recruitment process.
- Note: The Physical Agility Test (PAT) and WA State Basic Law Enforcement equivalency academy training are not required.

**Special Commission and Guild:** As a condition of employment, Marshals must obtain and maintain a Special Commission issued by the Seattle Police Department, which includes annual firearms qualifications. Also, if selected, you must join the Marshal's Guild within 30 days of employment.

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APPLICATIONS MAY BE FILED ONLINE AT:  
Job #2014-00788

<http://www.seattle.gov/jobs>  
COURT MARSHAL  
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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 5400  
Seattle, WA 98104  
206-684-8088  
[Careers@seattle.gov](mailto:Careers@seattle.gov)



**The City of Seattle is an Equal Opportunity Employer that is committed to diversity in the workplace. Accommodations for people with disabilities are provided on request. The City is a Drug Free Workplace.**

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## Court Marshal Supplemental Questionnaire

- \* 1. Which type of Court Marshal opportunity do you want to be considered for?
- Only temporary, on-call work.
  - Only part-time, regular work with benefits
  - Only full-time, regular work with benefits
  - Either part-time or full-time, regular work with benefits
  - Any: temporary, on-call, part-time, or full-time
- \* 2. How many hours per week do you want to work? (Note: the temporary, on-call position has no guarantee of hours.)
- 8 hours
  - 16 hours
  - 24 hours
  - 32 hours
  - 40 hours
  - 40 hours plus any available overtime
- \* 3. Do you have a two or four-year degree in criminal justice or a related field?
- Yes
  - No
- \* 4. Select from the following list of academies you have you successfully earned a certificate from (Please Ctrl to select more than one answer):
- Basic Law Enforcement Academy
  - Reserve Law Enforcement Academy
  - Corrections Officers Academy
  - Military Police Academy
  - None of the above
- \* 5. Please list the issuing agency and the year you earned the certificate(s) listed above.
- \* 6. If you have completed an academy, the Court requires a copy of your academy certification or transcript. Are you able to provide the Court with a copy if requested.
- Yes    No
- \* 7. Do you have at least three years (6240 hours) working as a city, county, state, or federal Law Enforcement Officer, Court Detail Officer, Court Marshal, or Military Police Officer?
- Yes  
 No
- \* 8. For your job experience that most closely matches this position, please type the job title and your primary responsibilities associated with that job.
- \* 9. At work, have you ever been professionally trained and certified in the use of firearms?
- Yes  
 No
- \* 10. Why are you interested in being a Court Marshal for the City of Seattle's Municipal Court?
- \* 11. Do you certify that based on your review of the automatic background investigation disqualifiers that you

are qualified for employment as a Court Marshal and you have been completely honest with all information in your application, including your answers to the supplemental questions?

Yes

No

\* Required Question