

# The Municipal Court of Seattle



## Employment Application

### The Municipal Court of Seattle

The Municipal Court of Seattle is a limited jurisdiction court with jurisdiction over all violations of the Seattle Municipal Code. The Court is authorized under state statute, Revised Code of Washington (RCW) 35.20. The Court hears misdemeanors and gross misdemeanors, traffic and non-traffic infractions, and parking violations. The maximum penalty for a gross misdemeanor is 365 days in jail and a \$5,000 fine.

The Municipal Court of Seattle is the largest limited jurisdiction court in the state of Washington by nearly every measure. The Court has eight judicial positions. Judges are elected to four-year terms. The Court also has five appointed magistrates.

The Court hears cases six days a week and three nights a week, with specialized calendars for domestic violence and mental health cases. Courtrooms are located in the Seattle Justice Center and the King County Jail. Judges hear misdemeanors and gross misdemeanors, e.g. driving while under the influence, domestic violence, assaults, thefts, etc. Magistrates hear traffic infractions, non-traffic infractions, and parking cases at six locations: Downtown, Ballard, Columbia City, Lake City, West Seattle, and Central Seattle.

The Court has over 200 full-time equivalent non-judicial employees organized into these divisions: Court Administration, Court Compliance, Court Operations, Court Technology, Finance and Administrative Services, and Court Security. In addition to the traditional support services provided for the Court's Judicial Officers, the organization provides a number of ancillary yet critical functions in support of the Court's mission. For example, Court Probation Counselors are responsible for pre-trial personal recognizance interviews and releases for Municipal Court of Seattle defendants in the King County Jail as well as probation supervision of adjudicated misdemeanor offenders. Court Marshals perform security screening at the courthouse, provide prisoner transport from the jail to the courthouse, and are responsible for security at in-custody arraignments. Court Technology staff performs maintenance and upgrades to the Courts computerized case management system.



# THE MUNICIPAL COURT OF SEATTLE

MUNICIPAL COURT OF SEATTLE  
HUMAN RESOURCES  
SEATTLE JUSTICE CENTER SUITE #935  
600 5th AVENUE PO BOX 34987  
SEATTLE, WA 98124-4987

## APPLICATION FOR EMPLOYMENT

This application must be completely filled out. Areas that are not applicable, indicate "N/A". Incomplete applications may exclude you from consideration for employment. A resume will not be used in lieu of an application, but you may attach a resume if you so desire.

The Municipal Court of Seattle is an equal opportunity employer and does not unlawfully discriminate on the basis of race, sex, age, color, religion, national origin, marital status, gender preference, veteran status, disability status or any other basis prohibited by Federal, State or Local law.

Equal access to programs, services and employment is available to all persons. Those applicants requiring accommodation to the application and/or interview process should contact a representative of the Human Resources Division at **(206) 684-5652**.

Last Name _____	First Name _____	Middle Initial _____
Mailing Address _____	City _____	State _____ Zip Code _____
Home Phone _____	Day and/or Message Phone _____	
Position or type of employment desired _____		
Available for:	Full time <input type="checkbox"/>	Part Time <input type="checkbox"/> Temporary <input type="checkbox"/>
Date Available: _____	Day/Hours Available: _____	Available for evenings and weekends? _____

### SKILLS

Ten Key by touch <input type="checkbox"/>	Data entry <input type="checkbox"/>	Typing <input type="checkbox"/>	WPM _____
Word processing (software) _____		Spreadsheets (software) _____	
Customer service (number of years) _____		Office skills (number of years) _____	
Indicate any other skills, course work, training related to the position you are seeking, including foreign languages(s) and fluency level. _____			
Membership in professional organizations, committee work and office held, or additional information to help us judge your qualifications. _____ _____			

### MUNICIPAL COURT OF SEATTLE INFORMATION

Are you now or have you ever been employed by the City of Seattle?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If <b>YES</b> to the above question, in what department? _____		
When did you leave? _____	Why did you leave? _____	
Do you have any relatives employed in the Seattle Municipal Court?	Yes <input type="checkbox"/>	No <input type="checkbox"/> If <b>YES</b> , name of the relative(s) (not a disqualification for employment): _____

## EDUCATION

List all educational institutions attended beginning with high school, years completed, GPA/class rank and major or area of study.

Name and Location of College or Vocational Institute Attended	Years Completed	GPA/Class Rank	Major or Area of Study	Type of Degree or Certificate Obtained

## CONVICTION INFORMATION

Have you ever been convicted of a crime (either misdemeanor or felony)?  Yes  No

**(Such conviction(s) may be relevant if job related, but is not an automatic bar from employment)**

If YES to the above question, please list nature of offense, date, the court and disposition on each conviction below:

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## WORK EXPERIENCE

Identify every job you have held in the past seven years. Start with the most current or last employer. If additional space is needed, attach extra sheets.

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Employer Position Title

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Employer Address City State Zip Code

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Supervisor's Name Supervisor's Phone

**(Do Not Write "See Resume")**

Specific Duties: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Number of Employees You Supervised: \_\_\_\_\_ Total Time Employed from: \_\_\_\_\_ (Mo) \_\_\_\_\_ (Yr) to \_\_\_\_\_ (Mo) \_\_\_\_\_ (Yr)

Total Hours Worked Per Week: \_\_\_\_\_ Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

Reason for Leaving or Considering Change: \_\_\_\_\_

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Employer Position Title

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Employer Address City State Zip Code

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Supervisor's Name Supervisor's Phone

**(Do Not Write "See Resume")**

Specific Duties: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Number of Employees You Supervised: \_\_\_\_\_ Total Time Employed from: \_\_\_\_\_ (Mo) \_\_\_\_\_ (Yr) to \_\_\_\_\_ (Mo) \_\_\_\_\_ (Yr)

Total Hours Worked Per Week: \_\_\_\_\_ Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

Reason for Leaving or Considering Change: \_\_\_\_\_

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Employer \_\_\_\_\_ Position Title \_\_\_\_\_  
Employer Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Supervisor's Name \_\_\_\_\_ Supervisor's Phone \_\_\_\_\_

**(Do Not Write "See Resume")**

Specific Duties: \_\_\_\_\_  
\_\_\_\_\_

Number of Employees You Supervised: \_\_\_\_\_ Total Time Employed from: \_\_\_\_\_ (Mo) \_\_\_\_\_ (Yr) to \_\_\_\_\_ (Mo) \_\_\_\_\_ (Yr)

Total Hours Worked Per Week: \_\_\_\_\_ Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

Reason for Leaving or Considering Change: \_\_\_\_\_

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Employer \_\_\_\_\_ Position Title \_\_\_\_\_  
Employer Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Supervisor's Name \_\_\_\_\_ Supervisor's Phone \_\_\_\_\_

**(Do Not Write "See Resume")**

Specific Duties: \_\_\_\_\_  
\_\_\_\_\_

Number of Employees You Supervised: \_\_\_\_\_ Total Time Employed from: \_\_\_\_\_ (Mo) \_\_\_\_\_ (Yr) to \_\_\_\_\_ (Mo) \_\_\_\_\_ (Yr)

Total Hours Worked Per Week: \_\_\_\_\_ Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

Reason for Leaving or Considering Change: \_\_\_\_\_

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### PLEASE READ BEFORE SIGNING

I understand with the exception of bargaining unit positions and positions covered by the civil service, all other positions in the Municipal Court are "at-will", which means that, just as an employee would be free to resign at any time for any reason, the employer would have the right to terminate employment at any time, with or without cause, and without prior notice.

I hereby certify that the information supplied by me in this application is true and correct. I understand that if I falsify or omit any information on this application I will be excluded from consideration for employment or terminated, if I have been employed.

I authorize the Seattle Municipal Court to investigate all statements on this application and to secure job-related information about me from the employers, educational institutions, references and other sources of information identified herein. I hereby release from any and all liability the employer and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information.

Some positions require a drug screen and finger printing; all positions require a background check.

I hereby acknowledge that I have read and understand the preceding statements.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date