



# City of Seattle's Municipal Court



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## Deputy Court Marshal

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**SALARY:** \$25.12 (Hourly)  
**LOCATION:** Downtown Seattle  
**JOB TYPE:** Civil Service Exempt, Regular, Full-Time  
**SHIFT:** Day  
**DEPARTMENT:** Municipal Court  
**BARGAINING UNIT:** Seattle Municipal Court Marshals' Guild  
**POSTING:** 09/10/2012 – 09/25/2012 at 4:00 PM (PST) at [www.seattle.gov/jobs](http://www.seattle.gov/jobs)

### POSITION DESCRIPTION:

The Municipal Court of Seattle is one of the highest volume Courts of Limited Jurisdiction in the state with 13 judicial officers and over 200 staff. Join the Court's specially-commissioned team as a full-time officer responsible for all aspects of security and creating a safe environment for defendants, the public, and Court employees. This position reports to the Sergeant Elisa Sansalone and to Chief Ron Pace.

### 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.
- Respond to fire alarms, bomb threats and various safety concerns, and assist with building evacuations.
- Complete incident and police type reports and various required paperwork.

### QUALIFICATIONS:

- Provide copy of certification 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. Review the following to determine if you qualify for further consideration for a Deputy Court Marshal position at this time.

1. Military Discharge: discharged under honorable conditions (fair employment laws apply)
2. Traffic Record: an applicant's driving record will be thoroughly assessed and may be a factor for disqualification. Examples of infractions/traffic crimes that may be disqualifying: Driving While Intoxicated (DWI), Reckless Driving, or Hit & Run Driving; Suspension of your driver's license within five years of the date of application; three or more moving violations (speeding, negligent driving, etc.) in the past five years of the date of application will be carefully reviewed; two or more accidents within five years of the date of application, wherein applicant was judged to be at fault and/or charged with a moving violation.
3. Criminal Record: An applicant's criminal record, including all arrests, prosecutions, deferred prosecutions, "Alford" pleas, and non-conviction information will be thoroughly assessed and may be grounds for disqualification. The following will be disqualifying: any adult felony conviction; any misdemeanor or felony conviction while employed in a criminal justice and/or law enforcement capacity; any domestic violence conviction.
4. 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.
5. Financial Record: An applicant's credit history, including excessive credit card debt or unresolved accounts in collection will be thoroughly assessed and may be grounds for disqualification; failure to pay income tax or child support will be disqualifying.
6. Drug Use: Have not used any illegal drug(s) while employed in a criminal justice and/or law enforcement capacity and have not manufactured or cultivated illegal drug(s) for the purpose of the sales/marketing of the drug(s).
  - In the last three years have not used Marijuana.
  - In the last five years have not used club drugs, such as, but not limited to: Ketamine, GHB, Rohypnol, or MDMA (ecstasy), any Synthetic Cannabinoids, also known as "Spice," "K2," or "Genie", any Substituted Cathinones, also known as "Bath Salts", inhaled aerosols, sometimes referred to as Huffing (paint) or Whippits (Nitrous Oxide) or used Khat, pharmaceuticals not prescribed to you by a doctor, i.e. Oxycotin, Oxycodone, Vicodin, Methcathinone, Ritalin, and/or Steriods.
  - In the last ten years have not used cocaine or crack, any Hallucinogens, LSD, Mushrooms, Psylocybin, PCP, Angel Dust, Wet or Phencyclidine, Opium, Morphine, Heroin, Methamphetamine, Crank, Crystal, Ice, Speed, Glass, Amphetamine, Marijuana more than 25 times, four or more controlled substances, any illegal drug(s) or illegally used pharmaceuticals more than 25 times.
7. Professional Appearance: Applicants may not have 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) visible on the face, ears, neck, head or hands. Please note: a tattoo of a ring on one's finger may be allowed on a case by case basis. Applicants may not wear dental ornamentation.

## **ADDITIONAL INFORMATION:**

### **Desired Qualifications:**

- Preference given to candidates with certified criminal justice or corrections academy program and have at least three years of 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.

### **Additional Information & Questions**

This position works Monday – Friday, 8 AM – 5 PM. Some Saturday and holiday coverage may be assigned. Alternative work schedules may be available after successful completion of training.

The entire recruitment process: application to start date takes approximately 8 months. All applications will be reviewed and the most qualified candidates will be invited to participate in two rounds of interview. Top candidates will complete an extensive background investigation conducted by the Seattle Police Department.

Successful candidates who receive a conditional offer of employment must pass the final investigation phase conducted by Seattle Police Department, which includes polygraph, psychological, physical, and drug testing.

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

To learn more about Deputy Court Marshal opportunities contact Personnel Specialist, Kristy Hulverson at 206-233-7201 or [kristina.hulverson@seattle.gov](mailto:kristina.hulverson@seattle.gov). For more information on the Seattle Municipal Court visit: <http://www.seattle.gov/courts>.