

## **CITY OF BLACK DIAMOND**

### **REQUEST FOR QUALIFICATIONS FOR MUNICIPAL COURT JUDGE**

The City of Black Diamond (“City”), Washington, is requesting proposals from well qualified attorneys interested in serving as the Presiding Judge for the Black Diamond Municipal Court.

#### **DESCRIPTION**

The Municipal Court Judge is the Presiding Judge of the City of Black Diamond Municipal Court and presides over and adjudicates a variety of hearings and trials related to infraction cases, criminal misdemeanor and gross misdemeanor cases, and civil forfeiture cases in accordance with established legal procedures as prescribed in Washington State law; imposes appropriate sentences and penalties as prescribed by law; communicates with other city, county and state criminal justice agencies.

The person selected must take an oath of office, be bondable and must be willing to be contacted nights and weekends. The Presiding Judge must comply with the Code of Judicial Conduct and be subject to ethics laws applicable to this office.

The Black Diamond Municipal Court is located within the Police Department building. Staffing in the Municipal Court consists of a Court Administrator and a Court Clerk who perform court clerk and administrative support functions. The Judge is appointed by the Mayor, subject to confirmation by the City Council. The term for this appointment begins January 1, 2018 and ends December 31, 2021. As of August 1, 2017, there have been a total of 659 total case filings, of which 13 were non-traffic related. Regular court dates are the 2<sup>nd</sup> and 4<sup>th</sup> Wednesdays of each month. Additionally, if needed jury trials are set for the 4<sup>th</sup> week of each month.

The City recognizes the need for judicial independence. Consistent with General Rule 29, the Presiding Judge has independence from the executive and legislative branches in carrying out the Court’s purely judicial responsibilities. At the same time, the court is a municipal department of the City and subject to City oversight as allowed by General Rule 29. To date, the Court and the City Administration have enjoyed a positive working relationship.

#### **QUALIFICATIONS**

**Education and Experience:** Minimum qualifications include JD degree from an accredited law school, license to practice law in the state of Washington, membership in the Washington State Bar Association, and eight (8) years experience as a practicing attorney or judge. Experience as a court commissioner, municipal/district judge, or judge pro-tem preferred.

**Necessary Knowledge, Skills and Abilities:** Considerable knowledge of the standards for Municipal Court Administration in the State of Washington; considerable knowledge of proper courtroom procedure and the rules of evidence; working knowledge of criminal law; working knowledge of local ordinances, laws and procedures; skill in basic

supervisory principles and practices; ability to grasp complex factual data, draw appropriate conclusions and formulate sound legal decisions; ability to communicate complex legal ideas and/or decisions to a variety of audiences in clear, comprehensive and professional manner; hear and weigh testimony and evidence; ability to impose appropriate sentences and penalties in accordance with the laws of the State of Washington; ability to communicate effectively both orally and in writing; ability to read, interpret, apply and explain codes, rules, regulations, policies and procedures; ability to establish and maintain effective working relationships with the City Administration, City Council, City Prosecutor, Police Department, Public Defender, Court staff, and the general public.

### **COMPENSATION/HOURS OF WORK**

The City and Presiding Judge will enter into a professional services agreement which will address compensation. Proposals shall clearly set forth fees or fee structure to be charged for services. A flat fee proposal is preferred.

### **SELECTION PROCESS**

All proposals will be reviewed and screened by the Mayor. Finalists will be invited for interviews. After the interview process the Mayor will make a recommendation to the City Council for consideration at a regular council meeting.

### **REQUIREMENTS**

The selected attorney will be required to undergo a reference check prior to appointment, and to provide to the City proof of insurance as required (including professional liability insurance).

### **INSTRUCTIONS TO REPLY TO THIS REQUEST FOR QUALIFICATIONS**

To reply to the RFQ, please submit the following: (1) resume; (2) cover letter and statement of qualifications, which must include Washington State Bar Numbers for all attorneys responding to this RFQ; (3) three professional references with addresses and phone numbers, (4) a release allowing the City of Black Diamond access to all WSBA disciplinary investigations and/or actions, and (5) answers to the Governor's Uniform Judicial Evaluation Questionnaire found at [www.governor.wa.gov/judicial/uniform\\_eval\\_questionnaire.doc](http://www.governor.wa.gov/judicial/uniform_eval_questionnaire.doc). All materials shall be submitted in one packet and provided to the City Clerk/HR Manager, Brenda L. Martinez at City of Black Diamond, 24301 Roberts Drive, PO Box 599, Black Diamond, WA 98010.

**ALL APPLICATION MATERIALS SHALL BE SUBMITTED BY 4:00 P.M. ON SEPTEMBER 21, 2017.**

Upon the City's discretion, proposals submitted after the due date and time may be considered. Proponents accept all risks of late delivery of mailed proposals regardless of fault. **The Proponent bears all responsibility for ensuring the mailing address is correct.**