

City of Poulsbo

Position Description

Position Title: Municipal Court Judge	Reports to: Mayor
Department/Section: Judicial	Date: October 2025
Salary Schedule: Management	FLSA: Exempt

General Scope of the Court

The City of Poulsbo invites applications from qualified attorneys who are interested in serving as the presiding judge of the Poulsbo Municipal Court. The municipal judge is appointed by the Mayor, subject to confirmation by the city council. The selected applicant will fulfill the term from January 1, 2026 to December 31, 2029. This is a half-time (20 hours per week) position.

Pursuant to the requirements of Washington State General Rule (GR) 29, the Poulsbo Municipal Court judge must be responsible for leading the management and administration of the court's business, developing and implementing policies and procedures that improve the court's effectiveness, and allocating resources to maximize the court's ability to resolve disputes fairly and expeditiously.

The Poulsbo Municipal Court has jurisdiction over all misdemeanors and gross misdemeanors that violate city ordinances and state laws through adoption by reference. The court also has jurisdiction over civil infractions that violate city ordinances, Title 46 state traffic laws through adoption by reference, and other state laws that specifically confer municipal court jurisdiction.

Over the last 2 years, the Poulsbo Municipal Court had a caseload of 451 criminal cases, 1291 infractions were for traffic, non-traffic and parking cases, and 1164 photo enforcement tickets (camera began issuing tickets on October 23, 2024)

The Poulsbo Municipal Court is staffed by a Court Administrator, 1 Senior Judicial Specialist and 2 Judicial Specialists.

The salary of the Poulsbo Municipal Court judge is a pro-rated amount of the District Court Judge salary as established by the State of Washington Citizens' Commission on Salaries for Elected Officials.

The Municipal Court Judge presides over and adjudicates a variety of hearings and trials related to criminal and civil cases in accordance with established legal procedures as prescribed in Washington State law; imposes appropriate sentences and penalties as prescribed by law.

Supervisory Responsibilities

Positions supervises the Court Administrator

Essential Functions

1. Directs and controls the proceedings involved in court hearings and trials; presides over a variety of municipal court hearings and trials in criminal and civil cases in accordance with Washington State law.
2. Presides over and adjudicates court and jury trials, pretrials, arraignments, post-conviction reviews, and other hearings.
3. Reviews and signs warrants and other documents; researches legal issues and maintains current knowledge of legislative changes impacting municipal court procedures.
4. Hears, tries, and adjudicates a variety of cases related to misdemeanor crimes, traffic, parking and photo enforcement violations, including mitigation and contested hearings.
5. Hears and makes appropriate determinations in response to civil petitions for protection in domestic violence cases.
6. Hears and weighs testimony and evidence presented to determine appropriate verdict of guilty or not guilty; imposes just sentences and penalties as prescribed by law; utilizes remedial and community service programs as appropriate.
7. Ensures compliance with any post sentencing requirements.
8. Works with the Court Administrator to ensure the court is in compliance with all state and local regulations, and rules as promulgated by the Administrative Office of the Courts.
9. Speaks to community groups and presides at ceremonial functions as requested; administers oaths of office and other duties prescribed by law.
10. Provides supervision to subordinate(s) in planning and implementing programs; selects, trains, motivates, coaches and evaluates staff; establishes and monitors employee performance objectives; reviews employee performance evaluations completed by the Court Administrator; provides or coordinates staff training; implements discipline.

11. Meets regularly with staff to discuss and resolve priorities, workload and technical issues.
12. Facilitates problem solving and encourages a high degree of communication and feedback between employees and supervisors; leads by example by maintaining high standards of behavior and performance.
13. Maintains timely and regular attendance.
14. Other duties as assigned.

Performance Requirements (Knowledge, Skills, and Abilities)

1. United States and Washington State Constitutions and judicial systems.
2. Municipal Court rules, procedures, conduct and Rules of Evidence and laws of arrest.
3. State laws and City ordinances pertaining to civil, traffic, and criminal cases.
4. Trial of court cases and/or administrative proceedings.
5. Management practices in a union environment.
6. City organization, operations, policies and procedures.
7. Hear and weigh testimony and evidence and impose appropriate sentences and penalties in accordance with the laws of the State of Washington and the City of Poulsbo.
8. Read, interpret, apply, and explain codes, rules, regulations, policies, and procedures.
9. Analyze situations accurately and adopt an ethical and effective course of action.
10. Manage a large case load and work independently.
11. Make difficult decisions under stress, and to be fair, open minded, and committed to equal justice under the law.
12. Work in a team environment with the court staff and other branches of government.
13. Comport with the Code of Judicial Conduct.
14. Supervise, lead, coach and use best management practices to improve staff performance.
15. Support and model the identified vision, values and behaviors of the organization.
16. Establish and maintain effective working relationships.
17. Use initiative and independent judgment within established procedural guidelines.
18. Operate a personal computer utilizing a variety of standard and specialist software.
19. Communicate effectively both orally and in writing.

Working Environment

Work is performed in an office setting with extensive work performed at a computer workstation. The environment includes a normal range of noise and other distractions with

very low every day risks working around standard office equipment. This position requires extensive reading and involves repetitive motion tasks. Attendance at meetings may require working evening hours.

Experience and Training Requirements

Required Qualifications:

1. Graduation from a law school accredited by the American Bar Association is required.
2. Five years of experience as a practicing attorney.

Preferred Qualifications:

1. Two years of criminal law experience, including participation as a trial counsel or judge, and/or prior experience as a judge or judge pro tem, are preferred.

Licenses and Other Requirements

1. An attorney admitted to practice law before the courts of record of the State of Washington.
2. Member in good standing, on active or judicial status, of the Washington State Bar Association at time of appointment.
3. Valid Washington State Driver's License.
4. A citizen of the United States and of the state of Washington, and resident of Kitsap County.
5. Must submit to a criminal background investigation and review any disciplinary filings with the Washington State Bar Association or other bar associations.
6. Must be bondable and take an oath of office.
7. Successful completion of a pre-employment background check is required.

NOTE:

1. The regular work schedule varies, totaling 20 hours per week, Monday through Friday. Typical work hours will be between 8:00 am and 4:30 pm
2. Work is primarily performed in a courthouse environment which is busy, oriented to public service, and subject to occasional work interruptions. Noise level is moderate.
3. The employee may interact with disgruntled and hostile individuals, requiring the ability to work under pressure, ability to quickly adjust to changing priorities and demands, and the use of conflict management skills.
4. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. However, some requirements may exclude individuals who

pose a direct threat or significant risk to the health and safety of themselves or other employees.

5. While requirements may be representative of minimum levels of knowledge, skills, and abilities, to perform this job successfully the incumbent will possess the abilities or aptitudes to perform each duty proficiently.
6. This job description in no way implies that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties required by their supervisor.
7. This document will be reviewed and updated yearly at the time of employee performance appraisal, when position becomes vacant, or if position duties are changed significantly.