



CITY OF SEATTLE

Hearing Examiner

SALARY:	\$125,000.00 - \$165,000.00 Annually
LOCATION:	Seattle Municipal Tower, 700 5th Ave., Seattle, Washington
JOB TYPE:	Civil Service Exempt, Regular, Full-time
SHIFT:	Day
DEPARTMENT:	Legislative Department
BARGAINING UNIT:	Not represented
CLOSING DATE	10/10/17 04:00 PM Pacific Time

POSITION DESCRIPTION:

The City of Seattle is seeking a Hearing Examiner to conduct quasi-judicial hearings and issue written decisions pertaining to a wide variety of City functions.

The City of Seattle is an exciting urban city surrounded by natural treasures, such as Mount Rainer, the Cascade Mountain Range, and Puget Sound. It is the largest city in the state of Washington and in the Pacific Northwest with a population of more than 700,000. Named as the fastest-growing city in the United States in July 2016, Seattle maintains an annual 3.1% growth rate. As a diverse metropolitan area, Seattle has much to offer including higher education opportunities, professional and collegiate sporting events, a nationally recognized healthcare network, a lively cultural arts scene, and unlimited outdoor recreational opportunities. The people of Seattle are highly engaged and active in improving their neighborhoods, combating climate change, holding government accountable, and creating a diverse and inclusive city to call home.

This position is responsible for regulating the conduct of hearings and preparing decisions and recommendations based upon the hearing record and applicable law. In most cases, the decision of the Hearing Examiner constitutes the final decision by the City. The Hearing Examiner currently handles cases in more than 75 different types of subject areas. In 2015, 577 cases were filed with the Office of Hearing Examiner, and 134 decisions in Seattle prehearing cases were issued.

As the head of the department, the Hearing Examiner is also responsible for appointment and supervision of staff and updating hearing rules and procedures. In addition to its Seattle caseload, the office serves as the contract hearing examiner for four smaller cities within King County, and the Hearing Examiner must be able to travel to these cities.

Although a part of the legislative branch of City government, the Office of Hearing Examiner is created by the Seattle Municipal Code as a separate and independent office. The Hearing Examiner is appointed by the City Council for an initial term of one year with the opportunity for reappointment to subsequent four-year terms.

For more information about the Office of Hearing Examiner, please visit <http://www.seattle.gov/examiner/>.

JOB RESPONSIBILITIES:

- Conduct hearings and review decisions made by a variety of City agencies, such as land use, environmental, discrimination, labor standards, licensing, tax, and other regulatory enforcement matters, as assigned by the Seattle Municipal Code.
- Conduct prehearing conferences and handle other prehearing matters, such as discovery and motions, regulate the conduct of hearings, and prepare decisions and recommendations based upon the hearing record and applicable law.

- Serve as the contract hearing examiner for four smaller cities in King County, conducting hearings within those cities.
- Appoint and supervise staff, administer and operate the program within City policies and Personnel Rules, and submit and manage the annual operating budget.

QUALIFICATIONS:

Required Qualifications:

- J.D. from an accredited law school and membership in good standing with the Washington State Bar Association.
- Minimum of 10 years of legal experience, including at least 5 years of law practice experience, and 3 years of experience in conducting administrative hearings or litigation equivalent.
- Demonstrated expertise in Washington state land use and environmental, real property, administrative, and constitutional law.
- Working knowledge of the rules of evidence in the quasi-judicial context.
- Three (3) years of effective managerial experience with programmatic functions and staff responsibilities.
- Excellent research, writing, and analytic skills.
- Ability to establish effective working relationships with elected officials, department heads, employees, and the public.
- A valid Washington State driver's license.

Desired Qualifications:

- Familiarity with the Seattle Municipal Code, a mix of public and private law practice experience, and trial experience are each a plus.

ADDITIONAL INFORMATION:

The City Council sets salary for this position from a broadband compensation program, with initial compensation based on experience and competitive considerations; any change in the annual compensation for the 4-year term is established by Council at the time of reappointment.

Application Process:

To be considered, please submit an online application at www.seattle.gov/jobs by **4:00 p.m. on Tuesday, October 10, 2017**. Qualified candidates must attach a letter of interest, resume, and a writing sample of a quasi-judicial decision or briefing submitted to a court or administrative body to the online application.

Employment is contingent upon verification of credentials and other information required by the employment process, which may include a criminal history background review, reference checks, and a driving history review.

Please contact Jane Park at (206) 233-2025 or jane.parkLEG@seattle.gov if you have questions.

The City of Seattle values diverse perspectives and life experiences; people of color, women, LGBTQ, people with disabilities and veterans are encouraged to apply

APPLICATIONS MAY BE FILED ONLINE AT:
Job #2017-01364

<http://www.seattle.gov/jobs>
HEARING EXAMINER
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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 5500
Seattle, WA 98104

Careers@seattle.gov



Who May Apply: This position is open to all candidates that meet the minimum qualifications. The City of Seattle values diverse perspectives and life experiences. Applicants will be considered regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, or gender identity. The Department encourages

people of all backgrounds to apply, including people of color, immigrants, refugees, women, LGBTQ people, people with disabilities, veterans and those with diverse life experiences.

Accommodations for people with disabilities are provided on request.

The City is a Drug Free Workplace.
