



CITY OF SEATTLE

Deputy Hearing Examiner

SALARY:	\$99,702.00 - \$130,000.00 Annually
LOCATION:	Seattle Municipal Tower, 700 5th Ave., Seattle, Washington
JOB TYPE:	Civil Service Exempt, Regular, Full-time
SHIFT:	Day
DEPARTMENT:	Office of Hearing Examiner
BARGAINING UNIT:	Not represented
CLOSING DATE	02/27/18 04:00 PM Pacific Time

POSITION DESCRIPTION:

The City of Seattle Office of Hearing Examiner is seeking a Deputy Hearing Examiner to conduct quasi-judicial hearings and issue written decisions in cases assigned by the Hearing Examiner. The office handles a wide range of case types, but the majority are land use-related. In addition to its Seattle caseload, the office serves as the contract hearing examiner for the Cities of Kirkland, Mercer Island, Shoreline, and Tukwila. The office is a separate and independent office created by the Seattle Municipal Code, and the Deputy Hearing Examiner is appointed by the Hearing Examiner.

QUALIFICATIONS:

Minimum Qualifications: Candidates must be members of the Washington State Bar Association in good standing. Candidates must have a minimum of:

- 10 years of legal experience, including at least:
 - 5 years of law practice experience; and
 - 2 years of experience as an adjudicator or 3 years of experience in administrative hearings;
- Demonstrated expertise in Washington State land use and environmental, real property, administrative and constitutional law;
- Excellent research, writing and analytic skills;
- The ability to balance a diverse caseload and meet Code-imposed deadlines; and
- A valid Washington driver's license.

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

ADDITIONAL INFORMATION:

Qualified candidates must submit a letter of interest, resume, writing sample, and City of Seattle employment application with all fields completed. It is expected that initial interviews will be scheduled beginning March 1, 2018.

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.

The salary for this position is competitive and depends on experience and qualifications.

APPLICATIONS MAY BE FILED ONLINE AT:
Job #2018-00180

<http://www.seattle.gov/jobs>
DEPUTY HEARING EXAMINER
MD

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
206-684-8088
Careers@seattle.gov



Who May Apply: This position is open to all candidates that meet the minimum qualifications. The Seattle Human Resources Department 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 with disabilities, veterans, and those with diverse life experiences.

The City is a Drug Free Workplace.
