CITY OF SEATTLE

**Criminal Division Chief**

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| **Salary:** | $130,000-$150,000 |
| **Location:** | Columbia Center, 701 5th Avenue, Suite 2050 |
| **Job Type:** | Civil Service Exempt, Regular, Full-time |
| **Department:** | Law |
| **Bargaining Unit:** | Not represented |
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**criminal division:**

The Chief of the Criminal Division bears overall responsibility for the operation and management of the 60-person Division within the Seattle City Attorney’s Office. The Criminal Division prosecutes misdemeanor and gross misdemeanor crimes in Seattle Municipal Court. The Division also represents the City on contested infractions in the Seattle Municipal Court. The Division is currently organized into six teams: Prosecution Support (Administration), Domestic Violence, Appellate/Filing, Specialty Courts, and two trial teams.

**CHIEF POSITION:**

The City Attorney’s Office is uniquely positioned to maintain public safety while progressively addressing disparities within the criminal justice system. The City Attorney continues to seek ways to reform criminal justice policies while strategically deploying resources necessary to address ever-changing community needs. The Criminal Division Chief works in conjunction with the City Attorney to further this mission. The ideal candidate will embrace challenges with agility and creativity.

**job description:**

**Manage the work of the Criminal Division of the City Attorney’s Office**

* Provide facilitative leadership to experienced professionals and mentorship to newer lawyers and staff
* Develop case filing and disposition guidelines and policies
* Directly supervise lead attorneys and managers
* Oversee projects and cases that require immediate response or decision-making

**Coordinate with multiple City departments**

* Collaborate with Seattle Municipal Court, Probation, Seattle Police Department, and defense agencies to support functions of the municipal justice system
* Respond to inquiries and concerns regarding criminal matters from within the office, elected officials, public constituents, media, and City or County departments
* Coordinate with department public disclosure attorneys and promptly respond to requests pursuant to the Public Records Act
* Represent the Criminal Division in cross agency efforts, workgroups, and committees involving issues related to public safety

**Manage personnel decisions in the Criminal Division**

* Make recommendations to the City Attorney regarding staffing decisions
* Review the performance and prepare written evaluations of all Division managers and supervisors
* Reassign resources across Division teams as necessary

**Serve on the Department Executive Team**

* Provide input on the annual budget
* Forecast staffing and technology needs
* Collaborate with the Communications Director on a variety of community-related issues
* Oversee implementation of department and City-wide policies

**Minimum Qualifications:**

* Juris Doctorate
* Licensed to practice law in the state of Washington
* Must have a minimum of 10 years of practice and be an active member in good standing of the Washington State Bar Association (WSBA)
* Non-WSBA members may apply but employment is conditioned on prompt admission to WA bar
* Recognized for a high-level of expertise in misdemeanor prosecution, including DV and DUI work
* The ideal candidate will have a minimum of 7 years’ experience in criminal prosecution and legislative or policy-level experience in criminal justice issues
* Demonstrated ability to manage and supervise a diverse staff
* Proven ability to work collaboratively with elected officials, public administrators, law enforcement officers, interest group advocates and community-based stakeholders
* Must possess qualities for fairness, a strong work ethic and integrity

**TO APPLY:**

Please submit your application, cover letter and resume at [**www.seattle.gov/jobs by 4:00**](http://www.seattle.gov/jobs%20by%204:00) **p.m. Tuesday, December 8, 2015.**

The Seattle City Attorney’s Office values diverse perspectives and life experiences; people of color, women, LGBTQ, people with disabilities, and veterans are encouraged to apply. A criminal background check and fingerprinting are required for employment in this position. A conviction of a misdemeanor or a felony may be relevant if job- related, but is not an automatic bar for employment.

If you have questions regarding this posting, please contact Joyce Ramsey at (206) 684-8237.