



CITY OF SEATTLE

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## Deputy Hearing Examiner

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<b>SALARY:</b>	\$110,392 - \$160,000 Annually
<b>LOCATION:</b>	Seattle Municipal Tower, 700 5th Ave., Seattle, Washington
<b>JOB TYPE:</b>	Civil Service Exempt, Regular, Full-time
<b>SHIFT:</b>	Day
<b>DEPARTMENT:</b>	Office of Hearing Examiner
<b>BARGAINING UNIT:</b>	Not represented
<b>CLOSING DATE</b>	3/2/2021 04:00 PM Pacific Time

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### 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 conducts fair and impartial administrative hearings, authorized by Seattle Municipal Code, and is Seattle's forum for reviewing whether the law has been correctly applied in agency decisions. The office handles a wide range of case types, the majority of which are land use-related, but also include other case types that concern for example land-lord tenant issues, discrimination, labor standards, various citation appeals (e.g. Department of Transportation, Fire Department, etc.), and B & O Tax appeals. Hearing Examiner decisions can have a substantial impact on applicants and others concerned about or affected by City agency decisions and recommendations.

You will be responsible for facilitating hearings that can range in length from an hour to multiple days, writing decisions and recommendations based on the record from the hearings, and managing an independent case calendar.

The office is a small, separate and independent office of the City with a supportive and collegiate office culture.

Under current circumstances of the pandemic, hearings are conducted remotely, and most work can be conducted remotely.

### QUALIFICATIONS:

**Minimum Qualifications:** Candidates must have a minimum of:

- At least:
  - 5 years of legal practice experience; and
  - 2 years of experience in conducting administrative or courtroom hearings;
- Excellent research, writing and analytics skills;
- Be an active attorney member of the Washington State Bar Association in good standing;
- The ability to balance a diverse caseload and meet Code-imposed deadlines; and
- The ability to work independently.

**Desired Qualifications:** Familiarity with the Seattle Municipal Code, a mix of private and public law practice experience, and trial experience are each a plus. Experience in conducting mediations is also beneficial. Demonstrated expertise in Washington State land use and environmental, real property, administrative and constitutional law is also desired.

**ADDITIONAL INFORMATION:**

Qualified candidates must submit a letter of interest, resume, writing sample, and City of Seattle employment application with all fields completed. The deadline for submission of application and required supporting documentation is March 2, 2021.

Questions? Please contact Bonita Roznos at [bonita.roznos@seattle.gov](mailto:bonita.roznos@seattle.gov).

Employment is contingent upon verification of credentials and other information required by the employment process, which may include a criminal history background review, verification of credentials, reference checks and a driving history review in compliance with Seattle's Fair Chance Employment Ordinance, SMC 14.17. Applicants will be provided an opportunity to explain or correct background information.

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

APPLICATIONS MAY BE FILED ONLINE AT:  
Job #2021-00059

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

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](mailto: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.

Want to know more about the Office of Hearing Examiner? Check out our web page: <http://www.seattle.gov/examiner>

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