



City of Seattle Department Head Notice of Appointment

Appointee Name: <i>Josh Sattler</i>		
City Department Name: <i>Seattle Municipal Court</i>		Position Title: <i>Court Administrator</i>
<input checked="" type="checkbox"/> Appointment OR <input type="checkbox"/> Reappointment		City Council Confirmation required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Appointing Authority: <input type="checkbox"/> City Council <input type="checkbox"/> Mayor <input checked="" type="checkbox"/> Other Presiding Judge, Seattle Municipal Court		Term of Position: <i>Term start date: 06-7-2023</i> <i>Term end date: Not applicable</i> <input type="checkbox"/> <i>Serving remaining term of a vacant position</i>
Residential Neighborhood: <i>Woodinville, WA</i>	Zip Code: <i>98077</i>	Contact Phone No.:
Background: <i>Mr. Sattler has a breadth of experience in public service and court leadership. He has over 17 years of judicial branch experience, 9 of these with Seattle Municipal Court. Since August 2022, Mr. Sattler has served as Interim Court Administrator and previously held the role of Chief Clerk, Seattle Municipal Court.</i> <i>Mr. Sattler holds a Bachelor of Arts Degree in Criminal Justice and Sociology from Washington State University. He has completed the Certified Court Manager and Certified Court Executive programs with the Institute for Court Management, National Center for State Courts.</i>		
Authorizing Signature (original signature): Date of Appointment: <i>June 7, 2023</i>		Appointing Signatory: <i>Faye R. Chess, Presiding Judge</i> <i>Seattle Municipal Court</i>



FAYE R. CHESSE
PRESIDING JUDGE

June 13, 2023

The Honorable Debora Juarez
President, Seattle City Council
600 Fourth Ave, 2nd Floor
Seattle, WA 98104

Dear Council President Juarez,

In accordance with SMC 3.33.060, I am pleased to transmit to the Seattle City Council the following confirmation packet for Josh Sattler as Court Administrator, Seattle Municipal Court. Seattle Municipal Court and the City of Seattle are fortunate to have a well-positioned leader ready to direct the court during an extraordinary time of significant organizational change and challenge. Mr. Sattler was a finalist in our most recent Court Administrator recruitment (2021) and has served the court for 9 years in several leadership roles. He has been serving as Interim Court Administrator since August 2022.

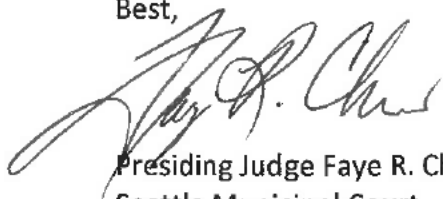
As Interim Court Administrator, Mr. Sattler has successfully moved the court forward and established a strategic vision and priorities, while shoring up leadership capacity, governance principles, communication throughout the court, and improving employee engagement. He has demonstrated a commitment to and made significant progress in building a culture of trust and transparency internally and between the court and external stakeholders.

Mr. Sattler has demonstrated a strong commitment to bringing a DEI lens to his work and to the court. Josh has led DEI improvement efforts including creating the court's RSJI Action Plan, gathering advice on organizational best practices from City resources and consultants, taking action to implement DEI recommendations from an external consultant, and pursuing a permanent DEI Advisor role for the court.

Mr. Sattler holds a Bachelor of Arts Degree in Criminal Justice and Sociology from Washington State University. He has completed the Certified Court Manager and Certified Court Executive certification programs with the Institute for Court Management, National Center for State Courts.

Mr. Sattler's commitment to public service and his depth of leadership and judicial branch expertise is evident. I am confident he will be an asset to both the Court and the citizens of Seattle.

Best,

A handwritten signature in black ink, appearing to read 'Faye R. Chess', written in a cursive style.

Presiding Judge Faye R. Chess
Seattle Municipal Court

Cc: Honorable Mayor Bruce Harrell
Honorable Members of the Seattle City Council

THE MUNICIPAL COURT OF SEATTLE



May 31st, 2023

Joshua Sattler



Dear Josh,

I am pleased to appoint you as the **Court Administrator** effective **6/7/2023**. This appointment is contingent upon confirmation by the Seattle City Council.

The following terms and conditions apply to your appointment:

TERMS OF APPOINTMENT: The **Court Administrator** position is classified as an **Executive 3** in the City payroll system and is exempt from the Civil Service System. As an exempt employee, you are at will and serve at the discretion of the Presiding Judge.

SALARY: Your salary will be **\$201,492** (**\$96.50/hr.** based on 2088 hours). You will be paid on a bi-weekly basis. Pay days occur every other Friday. Your first pay date will be **6/30/2023**. Your position is exempt from the provisions of the Fair Labor Standards Act (FLSA), which means that you do not receive overtime compensation. However, as a salaried employee you are not required to use accrued vacation leave or sick leave for occasional absences of four hours or less during any workday.

EMPLOYMENT BENEFITS: As a current Court employee, your benefit elections remain the same.

LEAVES: As a department head, you will receive 30 days of vacation each calendar year during which you serve. These days do not carry over into succeeding years. Additionally, you are eligible for ten (10) holidays and two (2) personal holidays per year.

City employees accrue sick leave based on the number of regular hours worked. Full time employees earn 96 hours of sick leave per year. You may carry over your unused sick leave, there is no maximum accumulation. As a current Court employee, your sick leave accrual remains the same and is readily available to use.

GENERAL: All terms of employment – employee compensation and benefits, etc. – shall be governed by the policies of the City of Seattle.

PROFESSIONAL TIME: During your term of employment, it is expected that you will devote all your professional time to your duties as **Court Administrator** and will not engage in outside business, consulting, or other activities for current or deferred remuneration unless expressly approved by the Presiding Judge.

RETIREMENT: As a current Court employee, your retirement coverage remains the same.

- Served as the Court Manager for the Issaquah, Redmond and Seattle Courthouses, supervising between 10 to 30 staff members and working with 2-7 Judicial Officers.

➤ **Court Clerk** Redmond/Issaquah, WA 01/2005 – 02/2008

- In Court clerk, responsibilities included coordinating the daily calendar, record keeping, customer service and attending to the Judge's need for information.
- Probation/Arrestment desk prepared Court action reports from Probation Officers and prepared files for judicial review and set arraignment calendars.
- Warrant/In-Custody desk, arranged all transports for in-custody criminal defendants for their next Court date. Prepared all criminal warrants and coordinated Court schedules with local Law Enforcement personnel.

Education

WASHINGTON STATE UNIVERSITY

- **Bachelor of Arts Degree** Pullman, WA 08/1997 – 05/2002
- B.A. Criminal Justice
 - Secondary Major in Sociology

Professional Certificates

NATIONAL CENTER FOR STATE COURTS

- **Certified Court Manager (CCM)** Institute for Court Management 07/2015
- **Certified Court Executive (CCE)** Institute for Court Management 12/2022

ATTACHMENT A



CITY OF SEATTLE ▪ STATE OF WASHINGTON
OATH OF OFFICE

State of Washington

County of King

I, Josh Sattler, swear or affirm that I possess all of the qualifications prescribed in the Seattle City Charter and the Seattle Municipal Code for the position of Court Administrator of the Seattle Municipal Court; that I will support the Constitution of the United States, the Constitution of the State of Washington, and the Charter and Ordinances of The City of Seattle; and that I will faithfully conduct myself as Court Administrator of the Seattle Municipal Court.

Subscribed and sworn to before me

this ___ day of ___, 2023.

Josh Sattler

[Seal]

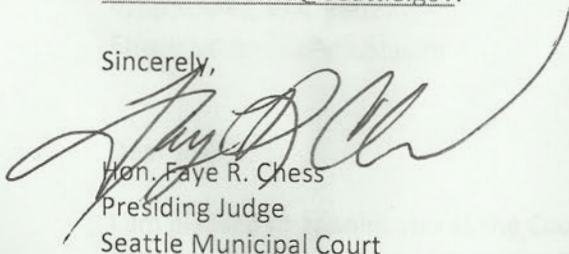
Scheereen Dedman, City Clerk

ATTACHMENT B

BACKGROUNDING: As a Court employee, you have satisfied the conditions of the backgrounding investigation.

Joshua, congratulations on your appointment as the **Court Administrator**. If you have questions about your appointment and benefits, please contact Maribel Centeno, HR Director at maribel.centeno@seattle.gov.

Sincerely,

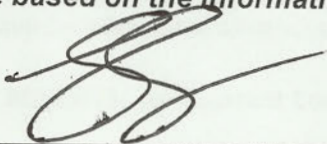


Hon. Faye R. Chess
Presiding Judge
Seattle Municipal Court

cc: Personnel File

Acceptance of Offer:

I accept the position of full time Court Administrator (Executive 3) with the Municipal Court of Seattle based on the information stated above.



Joshua Sattler

Date

5-31-2023