

City of Seattle Department Head Notice of Appointment

Appointee Name: Josh Sattler		3		
City Department Name:		Position Title:		
Seattle Municipal Court		Court Administrator		
	City Council Confirmation required?			
Appointment OR Reappointment	Yes No			
Appointing Authority:	Term of Position:			
City Council	Term start date: 06-7-2023			
	Term end date: Not applicable			
Mayor	remend date not applicable			
Other Presiding Judge, Seattle Municipal	☐ Serving remaining term of a vacant position			
Court				
Residential Neighborhood:		ontact Phone No.:		
Woodinville, WA	98077			
Background: 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.				
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				
Authorizing Signature (original signature):	Appointing Sign			
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Vig A C	150			
Date of Appointment:	te of Appointment: Seattle Municipal Court			
June 7, 2023				



FAYE R. CHESS 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

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 renumeration unless expressly approved by the Presiding Judge.

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

JOSH SATTLER

Experience

SEATTLE MUNICIPAL COURT

Interim Court Administrator

Seattle, WA

08/2022 - Present

- Responsible for leading all administrative and operational functions of the court.
- Serve as Project Sponsor and Business Lead for the implementation of a multi-milliondollar replacement of the court's case management system.
- Guide a staff of 215 employees and an annual operating budget of over \$41 million.
- Directly supervise 4 Deputy Court Administrators
- Chief Clerk Director

Seattle, WA

08/2014 - Present

- Serve as a member of the Court's Executive Leadership Team.
- Direct and oversee operations for the Clerk's Office which includes Clerks, Bailiffs, Jury Assembly and Records staff.
- Analyze and interpret legal and legislative changes and their impacts on Court Operations and Local Court Rules.
- Responsible for coordinating Bench Bar meetings with City Attorney, Department of Public Defense and private defense bar.
- Judicial Operations Manager
 Seattle, WA

06/2014 - 08/2014

- Plan for and manage the long-term and day-to-day operations of nine courtrooms, including Mental Health Court, Community Court, Veterans' Court and the King County Jail.
- Manage the priorities and work activities necessary to support Judicial Operations including Clerk's Office, Jury Assembly and Records unit.
- Develop and formulate the organizational, technical, legal and logistical changes required due to new legislation, court rules, personnel and union rules.
- Design and direct the long term and short term activities for four supervisors and employees.

KING COUNTY DISTRICT COURT

Court Manager

Seattle/Redmond/Issaquah, WA 06/2008 – 06/2014

- Responsible for training, supervising and assigning court staff for all administrative court operations.
- Conducting research and analysis on court operations issues and presenting reports and recommendations.
- Serve as the subject matter expert for civil cases and small claims. Created four procedure manuals for SharePoint based training site.
- Responsible for daily accounting, end of month and end of year accounting reports and audits.

• 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/Arraignment 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	Wash	ington
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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	Josh Sattler	
this day of, 2023.		
	[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,

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

5-31-2023

Date