



CITY OF HALLETTSVILLE JOB OPENING

POSITION: Municipal Court Judge
DEPARTMENT: Municipal Court
EFFECTIVE DATE: 12/7/17

The position of Municipal Court Judge is a highly responsible part-time position. The primary duty of the Municipal Court Judge is to preside over cases that come before the City of Hallettsville Municipal Court. The Municipal Court Judge is a position that is appointed by the City Council. The term of office is two years and runs concurrently with the Mayor's term of office.

ESSENTIAL FUNCTIONS

1. Preside over Municipal Court for all class C Misdemeanors, City matters, criminal jury and non-jury trials, pre-trial conferences, juvenile warnings, and other cases appropriately tried in Municipal Court.
2. Determine innocence or culpability (when hearing cases without a jury) and levies fines commensurate with the violation in such manner to preserve equity and uniformity in the application of existing laws and ordinances.
3. Work closely with City staff, including but not limited to the Court Clerk and the Prosecutor, to ensure proper administration of the Court.
4. Supervise the administration of juror notification and direct jurors in trial cases on their role in the interpretation and application of law.
5. Issue warrants and summons.
6. Conduct city code hearings, including junked vehicle hearings.
7. Review, approve, and/or deny requests for continuances.
8. Review legislation and current case law affecting offenses and the criminal justice system and implement procedures with the Court Clerk to ensure compliance.
9. Report annually to City Council the activities of the Municipal Court.
10. Custodian of all judicial records.
11. Perform additional related duties and responsibilities as required, including the duties as a magistrate.

PREFERRED QUALIFICATIONS

Knowledge of ordinances, statutes, and court decisions relating to Municipal Court jurisdictions; knowledge of judicial procedure and rules of evidence, as well as the organization, duties, powers, limitations, and authority of the Municipal Court.

Managerial, leadership, organizational, negotiation, analytical, problem-solving, and decision-making skills.

SCHEDULE REQUIREMENTS

Must be available at least once a month for the regularly scheduled court date. The schedule outside the regular court date is flexible and is equivalent to an average of 8 hours per week.

TRAINING REQUIREMENTS

Must be willing and able to commit to completing 32 hours of training (16 hours of training if a licensed attorney) within one year of appointment and 16 hours of training per year thereafter.

SALARY AND BENEFITS

This is a part-time, non-benefit position. Salary for this position is set by the City Council and is commensurate with experience.

CLOSING STATEMENT

Selected applicants must be able to pass a background investigation. Any position that lists a minimum qualification for education level and/or license/certification will require the applicant to provide proof of documentation if selected for hire into the position with the City. The City of Hallettsville is an Equal Opportunity Employer.