



## CITY OF HALLETTSVILLE APPOINTMENT OPENING

**POSITION:** Municipal Court Judge  
**DEPARTMENT:** Municipal Court  
**EFFECTIVE DATE:** 01/30/2026  
**PAYSCALE:** \$500/Docket Day

The position of Municipal Court Judge is a highly responsible part-time position. The Municipal Court Judge performs professional judicial duties in the interpretation, application and enforcement of local ordinances and applicable state law. The position shall perform these duties by presiding over the municipal court sessions (including pre-trials, trials, hearings and other judicial proceedings), having jurisdiction over all proceedings for the violation of any city ordinance and all Class C Misdemeanors violations committed within the city limits of City of Hallettsville. 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

- Preside over Municipal Court for all Class C Misdemeanors, city ordinances, traffic violations, criminal misdemeanors, criminal jury and non-jury trials, pre-trial conferences, juvenile hearings and warnings, and other cases appropriately tried in Municipal Court.
- 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.
- Work closely with City staff, including but not limited to the Court Clerk and the Prosecutor, to ensure proper administration of the Court.
- Supervise the administration of juror notification and direct jurors in trial cases on their role in the interpretation and application of law.
- Presides over and administers justice in the disposition of cases.
- Presides over jury and bench trials.
- Issue warrants and summons.
- Conduct city code hearings, including junked vehicle hearings.
- Review, approve, and/or deny requests for continuances.
- Review legislation and current case law affecting offenses and the criminal justice system and implement procedures with the Court Clerk to ensure compliance.
- Report annually to City Council the activities of the Municipal Court.
- Custodian of all judicial records.
- Perform additional related duties and responsibilities as required, including the duties as a magistrate.

### PREFERRED QUALIFICATIONS

- TMCEC Certified Municipal Court Judge
- Knowledge of the City of Hallettsville's ordinances/code, 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.
- Knowledge of Texas criminal justice and court systems and implementation of same.
- Skills in interpreting and applying criminal laws to information, evidence and other data compiled.

- Ability to effectively manage situations requiring diplomacy, fairness, firmness, and sound judgment, exercising controlled discretion, and mediating difficult situations.
- Establish and maintain effective working relationship with city staff, officials, customers, all city departments and the general public.
- 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.

Outside of the court date, an average and agreed upon eight (8) hour per week schedule will be set. Any flexibility that a weekly agreed upon schedule will be set between the Municipal Court Judge and the Municipal Court Clerk.

## **TRAINING REQUIREMENTS**

Must complete 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.

## **EDUCATION / LICENSES REQUIREMENTS**

High School diploma or GED

Valid Class C Texas Driver's License

## **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.