

POSITION DESCRIPTION

Municipal Court Judge

GENERAL PURPOSE

A judicial officer adjudicating traffic violations, certain minor liquor and drug violations, parking violations, city ordinances, code violations, and juvenile offenses to include: traffic, alcohol, vandalism, tobacco and any city ordinance.

SUPERVISION RECEIVED

Work is performed independently and in under direction of the City Council.

Appointment shall be solely on the basis of qualifications and experience without regard to political considerations.

Appointment and removal are at the discretion of the City Council and may be removed at the pleasure of the Council with or without notice.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Adjudicating all complaints that are filed and within the jurisdiction of the Court including, but not limited to, traffic violations, certain minor liquor and drug violations, parking violations, city ordinances, code violations, and juvenile offenses to include: traffic, alcohol, vandalism, tobacco and any city ordinance.

Issuance of subpoenas, search warrants, bench warrants, and warrants to enter property and abate civil infractions.

The position does not have Council authorization to perform weddings.

Collaborate with Court administration staff to ensure the juridical functions of the municipal court are accomplished in a professional manner.

Approve docketing, calendaring and case management policies and procedures as submitted by Court administration staff.

Establish bond and fine schedules as set by the State of Oregon legislature and City Code.

Comply with statistical reporting and records management policies and procedures established by the State of Oregon.

Perform miscellaneous administrative duties as directed by the City Council.

MINIMUM QUALIFICATIONS

Education and Experience:

- A) Admitted to practice law in the State of Oregon.
- B) Familiarity with City ordinances, State of Oregon traffic codes, and laws relating to juveniles. Prior judicial experience with a similar sized and complexity municipality is desirable.

Necessary Knowledge, Skills and Abilities:

- A) Ability to establish positive working relationships with the public, the City Council, and the City Staff.
- B) Ability to maintain a fair and impartial attitude.
- C) Ability to uphold the integrity of the Court.
- D) Knowledge of municipal code structure.

SPECIAL REQUIREMENTS

- A) Current member of the Oregon State Bar.
- B) Must pass pre-employment drug screen.
- C) Must pass pre-employment background check.
- D) Must possess current Oregon Driver's License.

WORK ENVIRONMENT

Contact with the general public can be stressful and requires considerable tact and diplomacy when resolving problems related to court business. Court operational hours to be determined upon initialization of Court.

NOTE

The job description does not constitute an employment agreement between the City and employee and is subject to change by the City as the needs of the employer and requirements of the job change.