DATE	May 17, 2011
JOB CODE	
FLSA	EXEMPT
EEO	01

JOB TITLE: Assistant Municipal Court Judges
DEPARTMENT/DIVISION: Municipal Court/Municipal Court-Judges
REPORTS TO: Municipal Court Judge

SUMMARY: Appointed by City Council and under the administrative direction of the Municipal Court Judge, presides over Municipal Court Sessions and functions as Magistrate to administer justice in the disposition of cases involving ordinance or statutory misdemeanor violations within the jurisdiction of the Municipal Court.

ESSENTIAL JOB FUNCTIONS:

Performs Municipal Judge duties as outlined in Texas State Law, Subject to assignment by the Municipal Judge, including but not limited to:

- Presides over Municipal Court for all class C Misdemeanors; holds court sessions to hear persons accused of violating city laws, ordinances, and other misdemeanor violations within the jurisdiction of the Municipal Court
- Determines innocence or culpability (when hearing cases without a jury) and levies fine or bail commensurate with the violation in such a manner to preserve equity and uniformity in the application of existing laws and ordinances
- Directs jurors in trial cases on proper interpretation of law
- Advises inmates of their rights, sets bonds, and accepts pleas.
- Reviews and signs affidavits for search and arrest warrant
- Coordinates daily court activities with the Municipal Judge, Court Administrator, City Attorney office.
- Performs Magistrate duties as outlined in Texas State Law including but not limited to:
- Issues Warrants, summons, magistrate warning, etc.
- Presides over driver's license suspension sessions for the Department of Public Safety; stolen property hearings, juvenile warnings, mental commitment hearings, etc.
- Signs various paperwork such as arrest warrants, search warrants, prisoner transfer documentation, appeal bonds, affidavits, judgments, and dismissals, etc.
- Performs legal research on occasion as needed
- If Assistant Judge position is fulltime, the employee recognizes that the Assistant Municipal Judge is their primary employment and therefore takes precedence over other employment commitments. Will seek permission in advance of accepting secondary employment opportunities. Full time positions will be present and

primarily engaged in City of Carrollton duties during regular business hours Monday through Friday, except for city holidays.
- Performs other duties as assigned

SUPERVISORY/BUDGET RESPONSIBILITIES:

- None

WORKING CONDITIONS:

- Sits for extended periods of time performing duties such as; hearing cases, preparing reports, signing judgments and other related duties.
- Operates office equipment such as computer, copy machine, calculator, etc.
- Periodically performs duties at unusual hours and on weekends and holidays.
- Is exposed to dangerous criminal elements.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of ordinances, statutes, and court decisions relating to Municipal Court jurisdictions.
- Knowledge of judicial procedure and rules of evidence
- Knowledge of and the ability to conduct legal research
- Knowledge of the organization, duties, powers, limitations, and authority of the Municipal court
- Ability to analyze evidence and date presented in court, to apply existing laws impartially, and to render prompt and equitable verdicts
- Ability to communicate effectively, both writing and verbally
- Ability to express legal interpretations clearly, concisely, and in a forthright manner using a vocabulary level understandable to parties concerned.
- Ability to conduct judicial proceedings in an efficient and effective matter.
- Skill in public/employee relations and problem solving

PREFERENCES:

- None

MINIMUM QUALIFICATIONS:

- Juris Doctorate Degree in law from an accredited institution
- Two years experience practicing law
- Licensed with the State Bar of Texas for at least one year prior to appointment
- Qualified Voter.
- May hold no other elected public office.
- United States Citizen
- Resident of the State of Texas

CONDITIONS OF EMPLOYMENT:

- Must pass pre-employment drug screen
- Must pass MVR
- Pass a criminal history check.
- May be called upon to perform duties at unusual hours and on weekends and holidays.