



DATE	May 2011
JOB CODE	
FLSA	EXEMPT
EEO	01

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

**SUMMARY:** Appointed and under the administrative direction of the City Council, 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. Supervises Assistant Municipal Court Judges.

**AUTHORIZED BY: CHAPTER 30 GOVERNMENT CODE, (SUBCHAPTER V, SEC. 30.857), ORDINANCE 1920 AND CITY CHARTER SEC. 2.12**

**ESSENTIAL JOB FUNCTIONS:**

- Reports to the City Council on the status of the Municipal Court as required.
- Supervises Assistant Municipal Court Judges
  - Assigns daily duties.
  - Sets uniform docket standards for all judges.
  - Monitors productivity, workload and performance throughout the year and prepares an annual performance review for review by the city council
  - Assists with the interview and selection process in the event of a judicial vacancy.
  - Acts as primary liaison to council regarding judicial issues
- Performs Municipal Judge duties as outlined in Texas State law, subject to assignment by the City Council, 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, accepts pleas.
  - Reviews and signs affidavits for search and arrest warrants.
  - Coordinates court activities and judicial policy with the Court Administrator, Assistant City Manager responsible for Municipal Courts, City Attorney's Office, other city departments, and with outside agencies.
  - Participates and provides input in the selection and implementation of computerized court software

- Reviews and signs court related paper work in a timely and efficient manner so as to promote efficient and effective court operations and collections.
- Performs Magistrate duties as outlined in Texas State law including but not limited to:
  - Issues warrants, summons, magistrate warnings, 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.
- Works with the City Council Judicial Committee to establish Judicial Policy and Orders within the parameters of state law but also consistent with the values of the community and needs of other departments.
- Works with the City Council Judicial Committee to establish judge specific performance benchmarks regarding the effectiveness and productivity of the court.
- Prepares an annual report to the City Council regarding judicial performance and
- Performs legal research on occasion as needed.
- As a full time employee of the city, recognizes that Municipal Judge is their primary employment and takes precedence over other employment commitments. Will seek permission in advance of accepting secondary employment opportunities. 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:**

- Supervises the Assistant Municipal Court Judges and coordinates judicial related budget requests through the Court Administrator.

#### **WORKING CONDITIONS:**

- Sits for extended periods of time performing duties such as; hearing cases, preparing reports, 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 jurisdiction.
- 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 presented in court, to apply existing laws impartially, and to render prompt and equitable verdicts.
- Ability to communicate effectively, both in writing and verbally.
- Ability to express legal interpretations clearly, concisely, and in a forthright manner using a vocabulary level understandable to parties concerned.
- Skill in public/employee relations and problem solving.

**PREFERENCES:**

- None

**MINIMUM QUALIFICATIONS:**

- Juris Doctorate Degree in law from an accredited institution.
- Three years experience practicing law.
- Licensed with the State Bar of Texas.
- United States citizen.
- During the tenure of office, the municipal court judge shall reside in the City of Carrollton.
- Resident of the State of Texas for at least one year prior to appointment
- Qualified Voter.
- May hold no other elected public office.

**CONDITIONS OF EMPLOYMENT:**

- Pass pre-employment drug screening.
- Pass a motor vehicle record check.
- Pass a criminal history check