



Municipal Judge

Part time

Department: City Clerk's Office
Salary: \$75 per hour
Deadline: January 26, 2018

Job Summary: The City of Greeley (pop 104,000) is located 50 miles north of Denver with awesome views of the Rocky Mountains. Greeley is just an hour away from the Rocky Mountain National Park and two hours from many well-known ski resorts.

An Assistant Municipal Judge works under the direction of the Presiding Municipal Judge. Presides over a wide of array of municipal proceedings in an efficient manner and issues orders, promulgates rules and enters judgments in compliance with all applicable local, state and federal laws. This part-time position is appointed by the City Council at the recommendation of the Presiding Municipal Judge.

Job Duties:

- Adjudicates cases arising under City Charter and Municipal Code.
- Explains the laws and system to offenders.
- Evaluates evidence, testimony and legal briefs.
- Issues written findings and rulings as appropriate.
- Applies appropriate ordinances, code provisions and/or regulations.
- Assesses fines, penalties and costs as authorized by the Charter or Code.
- Additional responsibilities may include acting as alternate liquor hearing officer and code enforcement administrative officer.
- Orders and enforces contempt, failure to appear, abatement of nuisance, and other responsibilities prescribed by Charter or Ordinance.

Job Requirements:

- Resident of the City of Greeley;
- Juris Doctorate;
- Licensed to practice law in Colorado;
- Five years legal experience. Experience in municipal court administration, criminal or municipal courtroom is desirable;
- Experience working with diverse populations;
- Knowledge of municipal court systems;
- Ability to quickly gain knowledge of Colorado Uniform Traffic Code, Greeley Charter and Code, Colorado Rules of Procedure and Colorado Municipal Court Rules;
- Spanish/English bilingual skills desirable.

Essential Functions: Must have the ability to:

- Communicate diplomatically and effectively with other agencies and the public;
- Portray judicial temperament with respect to attentiveness, patience, impartiality, promptness and courtesy;
- Make sound judgments and exhibit patience when dealing with stressful situations;
- Act with integrity, character and conviction;
- Communicate effectively and diplomatically (both orally and in writing) with co-workers, City Council, defendants, attorneys and the public

Work Environment

- Work location is in courtroom and office environments, which may involve long periods of sitting.

Physical Requirements:

- Vision enough to interpret written documents;
- Communication skills to adequately convey information to defendants, attorneys, co-workers and the public.

It is the policy of the City of Greeley to provide equal employment opportunities for all qualified individuals including those with disabilities. The City of Greeley will provide whatever accommodation it deems reasonable to enable such qualified individuals to perform the essential functions of the job. Positions with the City of Greeley may require a criminal background investigation and credit history, otherwise known as an "investigative consumer report". If you are being considered for a position with the City, this may be part of a conditional job offer and must be satisfactorily completed prior to hire. The City of Greeley adheres to federal requirements pertaining to the Family and Medical Leave Act. A summary of the Employee Rights and Responsibilities under the FMLA is available upon request. EOE/ADA

TO APPLY: Apply online at www.greeleygov.com/hr