

Job Description: Municipal Court Judge (Appointed)

*The job description is intended to present a descriptive list of the range of duties performed. However, the job description is **not** intended to reflect all duties and/or tasks performed within the job.*

SUMMARY

1. Performs professional judicial duties as the municipal court judge for the municipal court of Cisco, Texas. The judge acts in the interpretation, application, and enforcement of local ordinances and applicable State laws. The judge shall perform these duties by presiding over municipal court sessions (including pre-trials, trials, hearings, and other judicial proceedings) and functioning as magistrate for the City of Cisco. This position is appointed by the Cisco City Council, and works as an employee of the City of Cisco.

DUTIES and RESPONSIBILITIES

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Preside over Municipal Court for all class C Misdemeanors, City matters, criminal jury and non-jury trials, pre-trial conferences, juvenile warnings, and other cases appropriately tried in Municipal Court.
2. Review and/or deny requests for continuances.
3. Determine innocence or culpability (when hearing cases without a jury) and levies fine or bail commensurate with the violation in such manner to preserve equity and uniformity in the application of existing laws and ordinances.
4. Supervise the administration of juror notification and direct jurors in trial cases on their role in the interpretation and application of law.
5. Advise defendants of their rights, set bonds, and accept pleas.
6. Be available, or have adequate associate judge expertise available, on a 24/7 basis, to review and/or sign complaints, summons, subpoenas, affidavits for search and arrest warrants, appeal bonds, affidavits, etc.
7. Support court activities with Municipal Court Clerk, Associate Judge, City Attorney and/or City Prosecutor, and other city departments.
8. Conduct hearings (including property, emergency protective order, and dangerous dog).
9. Issue warrants (including search, arrest and blood warrants), summons, magistrate warning, sets bonds, etc.
10. Conduct arraignments at the Eastland County Jail in Eastland, Texas, on prisoners arrested by Cisco Police Department daily/as needed.

11. Review legislation and current case law affecting offenses and the criminal justice system and implement procedures to ensure compliance. Perform legal research as needed and determine fine amounts.
12. Collaborate with the City Council and applicable city department(s) to ensure policies and orders are within the parameters of state law, but also consistent with the values of the community and needs of other departments.
13. Collaborate with the City Council to establish judge specific performance benchmarks regarding the effectiveness and productivity of the court.

Marginal Functions:

Perform additional related duties and responsibilities as required.

QUALIFICATIONS

Ability to Gain

Knowledge of:

- Ordinances, 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.
- Managerial, leadership, organizational, negotiation, analytical, problem-solving, and decision-making skills.

Ability to:

- Analyze evidence, apply existing laws impartially, and render prompt, equitable verdicts.
- Work well under pressure and respond in a professional manner.
- Establish and maintain effective working relationships with employees, city officials, the general public, and all others contacted in the course of work.
- Possess emotional stability, a sense of fairness, and exhibit respect towards all persons, including but not limited to argumentative and often hostile persons in court and in jail.
- Abide by the Employee Personnel Manuals/Handbooks and subscribe to the core values of the City of Cisco.
- Communicate clearly and concisely, both orally and in writing.
- Operate a computer, software, and other office equipment, and specifically be proficient in and utilize the Incode court software.
- Make oneself available for arrest and search warrant needs.

EXPERIENCE and TRAINING GUIDELINES

Any combination of experience that would likely provide the required knowledge is qualifying. A typical way to obtain the knowledge and abilities would be:

Education and/or Experience:

Experience as a Municipal Court Judge is preferred. Bi-lingual ability preferred, but not required.

License or Certification:

Possession of an appropriate, valid Texas driver's license. Must meet the minimum mandatory continuing education requirements for Municipal Court Judges as established by the Texas Court of Criminal Appeals.

SUPERVISION RECEIVED and EXERCISED

Reports to the City Council of the City of Cisco, from whom broad, general guidance is received. Exercises direct supervision over alternate/Associate Municipal Court Judge(s).

WORKING CONDITIONS

Environmental Conditions:

Climate-controlled office with minimal exposure to outdoor weather conditions; exposure to computer screens; some travel required.

Physical Conditions:

Essential and other important responsibilities and duties require maintaining physical conditioning necessary to sit, stand, walk, read, write, talk, hear/listen conversational tones, grasp, handle, feel, write, perform data entry, reach, and see. Duties may be performed in a stressful environment.

Maintain mental capacity that permits making sound judgments regarding work. Must be available to work non-traditional hours; including but not limited to, evenings, after and before normal business hours, weekends, and holidays.

Must pass post-offer drug test, criminal background check, and other appropriate testing and assessments as required.

Regular and predictable attendance and punctuality is required.

Residency – Must be able to respond within 30 minutes.