



**CITY OF GREELEY**  
invites applications for the position of:  
**Municipal Judge - Part-time**

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**SALARY:** \$75.00 /Hour  
**OPENING DATE:** 01/12/18  
**CLOSING DATE:** Continuous

**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.

**EXPERIENCE, KNOWLEDGE, SKILLS:**

**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:**

- 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 AND PHYSICAL REQUIREMENTS:**

**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.

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APPLICATIONS	MAY	BE	FILED	ONLINE	AT:	Position #CC2310-18
<a href="http://www.greeleygov.com/">http://www.greeleygov.com/</a>						MUNICIPAL JUDGE - PART-TIME
1000		10			Street	DL
Greeley,		CO			80631	
970-350-9716						
<a href="mailto:hr@greeleygov.com">hr@greeleygov.com</a>						

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**Municipal Judge - Part-time Supplemental Questionnaire**

- \* 1. Why are you applying for this position?
- \* 2. If you have been terminated, fired, or released from employment for any job, please provide information below or attach such information to your application.
- 3. Have you been admitted to the Colorado Bar?
  - Yes - I have been admitted to the Colorado Bar
  - NO - I have not been admitted to the Colorado Bar
- \* 4. Please rate your ability to speak Spanish
  - I speak and write Spanish fluently
  - I can have a basic conversation in Spanish
  - I know a few word and phrases in Spanish
  - I cannot speak Spanish
- \* 5. Describe your experience working in a municipal court setting

\* 6. From what law school did you graduate?

\* Required Question