

## TOWN OF CLIFTON EMPLOYMENT OPPORTUNITIES

### TOWN MAGISTRATE

Annual Salary: \$26,312  
Location: Clifton, AZ  
Closing Date: Open Until Filled

Job Type: Part Time - Exempt  
Department: Magistrate Court

Other Information: Position is appointed by the Mayor and Council for a 2- year term.

#### **JOB ELEMENTS:**

- ✓ Presides over the Town Magistrate Court and hears, with or without a jury, misdemeanor cases properly brought before the Court.
- ✓ Administers the affairs of the Magistrate's Court, including the scheduling of cases and such other matters as may be appropriate.
- ✓ Minimum two days per week availability.

#### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- ✓ General knowledge of Arizona law and court procedures.
- ✓ Skill in resolving conflicts between individuals seeking the aid or advice of the Court.
- ✓ Must complete and obtain certification to the National Judicial College Special Court Jurisdiction Course.
- ✓ Ability to establish effective working relationships with the public, the Town Council and the Town staff.
- ✓ Ability to work with law enforcement officers; attorneys; jury's and other court officials.

#### **DESIRABLE EDUCATION AND TRAINING**

- ✓ Prefer some college or university with a specialization in some branch of social science or public law.
- ✓ Experience leading to a broad familiarity with the problems brought before a Magistrate's Court.
- ✓ Experience in computer skills.

**SPECIAL PROCESS:** Applications/Resumes will be screened for the minimum qualifications and special requirements. Applicants meeting the minimum qualifications and special requirements will be placed on an eligibility list. The selection committee will contact candidates they wish to test and/or interview.

***JOB INFORMATION LINE (928) 865-4146      An Equal Opportunity Employer***  
*In accordance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973 (Section 504), the Town of Clifton does not discriminate on the basis of disability in the admission or access to, treatment, or employment in its programs, activities, or services.*