

CITY OF CISCO – JOB DESCRIPTION

Job Assignment: MUNICIPAL COURT JUDGE
Department: Municipal Court
Pay: Depends on Qualifications
Immediate Supervisor: City Council

GENERAL DESCRIPTION:

The Municipal Court Judge is a position appointed by, and under general direction of the City Council. The City is accepting applications for full-time and part-time employment. This position will be supervised directly by City Council in cooperation with the City Manager. The Municipal Court Judge will preside over all judicial activities of the Municipal Court within the jurisdiction of the Municipal Court, including presiding over jury and bench trials and arraigning prisoners held in the jail. The Municipal Court has jurisdiction over all proceedings for the violation of any ordinance of the City and over all Class C misdemeanor violations of the law for the State, committed within the territorial limits of the City. Responsibilities shall include complying with the Constitution and laws of the State, including all Judicial Codes of Conduct, rules and directives of the Supreme Court, and charter provisions and ordinances of the City. The position requires the exercise of considerable independent judgment in adjudicating cases.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1) Interprets laws, rulings, and regulations on matters within the jurisdiction of court and performs legal research as necessary; 2) Presides at arraignments, pre-trial conferences, trials and other special hearings in court and hears and disposes of cases; 3) Approves bonds and signs criminal warrants and other legal documents; 4) Records action of the City Court; 5) Prepares and supervises all arraignment, trial and sentencing schedules and other Court schedules as deemed necessary; 6) Adopts regulations of the internal administration of the Court such as: records management, access and safekeeping; information dissemination, public relations; personnel conduct and intra-departmental contact; 7) Demonstrates continuous effort to improve operation, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality customer service; 8) Other related duties as assigned.

PHYSICAL AND ENVIRONMENTAL CONDITIONS:

Indoors under normal physical conditions; Ability to sit, stand, and move about an office or building. Employee occasionally lifts materials weighing approximately 20 to 30 pounds.

EDUCATION AND EXPERIENCE:

Must comply with the Rules of Judicial Education including attending a regional seminar within one year after appointment and every year thereafter.

REQUIRED LICENSES/CERTIFICATES:

Valid Texas Driver's License.