

Job Title: Associate Municipal Judge

REPORTS TO: PRESIDING MUNICIPAL JUDGE
LOCATION: VIDOR MUNICIPAL COURT

SUMMARY: Independent contractor that adjudicates misdemeanor cases not involving penitentiary sentences or fines in excess of maximum amount allowed to be levied under state law by performing the following duties:

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Adjudicates cases involving motor vehicle laws and other class C misdemeanors
- Renders decisions in cases and sentences defendant by imposing a fine or penalty
- Administers juvenile warnings
- Issuance of writs, as applicable

QUALIFICATION REQUIREMENTS:

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:

Master's degree (M.A.) or equivalent; or four to ten years related experience and/or training; or equivalent combination of education and experience. Doctor of Jurisprudence or Juris Doctor degree (J.D.) preferred.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret books, professional journals, book reviews, forms, reports, correspondence, computer screen, city/departmental policies, procedures, and statistics. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.