

**Job Title:**            **Associate Municipal Judge**

**REPORTS TO:**        **PRESIDING MUNICIPAL JUDGE**

**LOCATION:**            **VIDOR MUNICIPAL COURT**

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**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.

#### MATHEMATICAL SKILLS:

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

#### REASONING ABILITY:

Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc.,) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.

#### PHYSICAL DEMANDS:

The physical demands described here are representative to those that must be met by an individual to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the individual is regularly required to sit, use typewriter and computer, use adding machine, use fax machine, copier, and telephone. The individual must be able to read mail, computer screen, files and paperwork. The individual must be able to communicate with citizens, staff, and Council over the telephone and in person and be able to transcribe recorded notes. The individual is occasionally required to climb or balance and must move boxes of files. The individual must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

#### WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an individual encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The individual will perform the required duties in a climate-controlled office environment. Also exposed to dust.

#### MACHINES, TOOLS, EQUIPMENT AND WORK AIDS:

Telephone, typewriter, personal computer, ten-key calculator, copier, printer, and fax machine.

#### INTERPERSONAL:

Excellent communication skills to work with and manage diverse personalities and work styles; promote conditions to forge a cohesive work unit; assist patrons; deal with complaints and problems in an appropriate manner from patrons and staff.

**OTHER REQUIREMENTS:**

Responsible for attaining and maintaining state certification as a Municipal Court Judge through the State Municipal Court Training Center.

The Associate Municipal Judge position will be selected through a Request for Qualifications issued and approved by the City Council and the individual selected will be an independent contractor that is paid through a negotiated rate with the City.

**Per City Charter, the Judge shall be a qualified voter of the City of Vidor.**