



HUMAN RESOURCES DEPARTMENT

POSITION DESCRIPTION

TITLE: Administrative Municipal Court Judge **LAST UPDATED:** July 25, 2013
DEPARTMENT: Financial Services **JOB CLASS:**
REPORTS TO: City Council **FLSA DESIGNATION:** Exempt

Summary: Appointed to two (2) year terms by the City Council and under the administrative direction of the City Council, the Administrative Municipal Court Judge presides independently over Municipal Court sessions and functions as Magistrate to administer justice in the disposition of cases involving ordinance or statutory misdemeanor violations within the jurisdiction of the Municipal Court. The Administrative Municipal Court Judge also performs annual evaluations of Associate Municipal Court Judges and provides feedback to City Council for the appointment and reappointment process of judges.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.

Essential Job Functions:

- Works closely with Associate Municipal Court Judges and the Municipal Court Administrator to establish policies and standing orders to ensure the efficient processing of citations.
- Performs Municipal Judge duties as outlined in Texas State law including but not limited to:
 - ❖ Presides over Municipal Court for all class "C" misdemeanors; holds court sessions to hear persons accused of violating city laws, ordinances, and other misdemeanor violations within the jurisdiction of the Municipal Court.
 - ❖ Determines innocence or guilt (when hearing cases without a jury) and levies fine or bail commensurate with violation in such a manner as to preserve equity and uniformity in the application of existing laws and ordinances.
 - ❖ Conducts administrative hearings as prescribed or allowed by State Law or ordinance.
 - ❖ Directs jurors in trial cases on applicable law.
 - ❖ Accepts pleas, imposes fines.
 - ❖ Reviews and signs affidavits for search and arrest warrants.
 - ❖ Coordinates court activities with the Municipal Court Administrator, Prosecutor, City Attorney's Office, other city departments, and with outside agencies.
 - ❖ Researches, drafts and reviews applications, affidavit forms, and various other documents.
- Performs Judicial and Magistrate duties as outlined in Texas State law including but not limited to:
 - ❖ Magistrates prisoners (informs inmates of their rights, sets bonds)
 - ❖ Issues warrants, writs, summons, magistrate warnings, etc.
 - ❖ Presides over pre-trial hearings, bond reduction hearings, juvenile appearance dockets, show cause hearings, code enforcement summons dockets, stolen property hearings, etc.
 - ❖ Signs various paperwork such as arrest warrants, prisoner transfer documentation, appeal bonds, and affidavits.
- Assists the Frisco Municipal Court as necessary to conduct their operations in compliance with the state laws and city policies, ordinances and regulations.

- Performs annual evaluations of Associate Municipal Court Judges and provides feedback to City Council for the appointment and reappointment process of judges.
 - ❖ Works closely with the Court Clerk Staff and Associate Municipal Court Judges to prepare dockets.
 - ❖ Works closely with the Court Clerk Staff and Associate Municipal Court Judges to ensure adequate judicial staffing for dockets.

Other Important Duties:

- Performs legal research as needed.
- Performs such other duties as specified in the City Charter or may be required from time to time by the City Council.
- Regular and consistent attendance for the assigned work hours is essential.
- May be required to work evenings and preside over night court proceedings.

Required Knowledge and Skills:

- Knowledge of ordinances, statutes, and court decisions relating to Municipal Court jurisdiction.
- Knowledge of judicial procedure and rules of evidence.
- Knowledge of the organization, duties, powers, limitations, and authority of the Municipal Court.
- Skill in conducting legal research.
- Ability to analyze evidence and data presented in court, to apply existing laws impartially, and to render prompt and equitable verdicts.
- Ability to effectively communicate verbally and in writing..
- Ability to express legal interpretations clearly, concisely, and in a forthright manner using a vocabulary level understandable to parties concerned.
- Ability to avoid conflict or appearance of conflict of interest in the performance of assigned duties and responsibilities.
- Must be proficient in the use of personal computers and modern office equipment.
- Must have excellent analytical, organizational and planning skills.

Preferred Education, Experience, and Certifications:

- Juris Doctorate Degree in law from an accredited scholastic institution.
- Five (5) years progressively responsible and varied experience practicing law, including trials, criminal prosecutions, magistrate duties and one (1) year municipal court experience in a judicial or local government capacity or equivalent combination of education and experience.
- Licensed with the State Bar of Texas.
- Must maintain current status with the State of Texas concerning Rules of Judicial Education.
- Must pass a pre-employment drug screen, criminal background check and MVR check.
- Must possess a valid State of Texas Drivers License.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in a court room setting.
- May be subject to long periods of sitting.
- May be subject to repetitive motion such as typing, data entry and vision to monitor.
- May be subject to occasional bending, reaching, kneeling and lifting such as retrieving or replacing records of files.
- May be exposed to hostile or angry citizens and criminals.

Equipment and Tools Utilized:

- Operates personal computer and software, calculator, multi-line telephone, copier, fax machine, and various other standard office related equipment.

Approved By:



Matthew Freeman, Municipal Court Administrator

07/25/2013

Date

Shannon Allyn, Human Resources Generalist

07/25/2013

Date