

Justice Court Judge

DEPT: Justice Court	FLSA: Exempt
DIV:	EEOC: Officials/Admin
DATE: July 2016	



POSITION SUMMARY

Serves as the City's **appointed Justice Court Judge** in handling various criminal and civil matters and other legal situations and complaints that arise within the jurisdiction of Lehi City.

SUPERVISION RECEIVED

Works under the broad policy guidance and direction of the City Administrator and/or Mayor within the legal framework established by state statute and local ordinances.

SUPERVISION EXERCISED

Provides general supervision to Court Clerk Supervisor, Senior Court Clerk and Court Clerk(s).

ESSENTIAL FUNCTIONS

Attends and participates in judicial programs to maintain thorough knowledge of the law, and serves as a general resource to the community on judicial activities and actions; complies with canons of judicial ethics.

Provides general direction to the Senior Court Clerk and the court clerks to insure the court operates within statutory law and administrative guidelines; recommends and implements office policies and standard operating procedures; provides employee training related to in-court processes and established operating functions.

Serves as committing magistrate for the purpose of setting bail on all criminal cases within proper jurisdiction; presides over and adjudicates all cases involving class B and C misdemeanors and infractions, including traffic violations, DUI's, controlled substance possession, domestic violence, criminal trespass, assault, unlawful conduct, etc.; adjudicates all cases involving violations of city ordinances that are \$5,000 or less.

Conducts public arraignment sessions, trials, pre-trials, small claims trials and other specific hearings (suppression, contempt, bail, etc.) as they relate to specific cases; reviews specific cases prior to hearings on those cases; handles arraignment proceedings for individuals who cannot make bail; listens to evidence in civil and criminal cases to formulate judgment or legal action.

Issues warrants, summons, subpoenas, commitments and all other compulsory process to insure compliance with court orders; performs civil marriages.

Interprets laws, rulings, city ordinances and regulations; interprets and writes opinions and judgments as required; confers with colleagues with specialty in area of law to establish and verify basis for legal proceeding.

Completes annual required in-service training for justice court judges.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:
 - A. Graduation from college with a juris doctor degree, plus completion of specialized training and orientation provided by the office of the State Court Administrator;
 - AND
 - B. Five (5) years' experience in civil and/or criminal prosecution or defense;
 - OR
 - C. An equivalent combination of education and experience.
2. Knowledge, Skills, and Abilities:

Extensive knowledge of federal, state and local ordinances, laws, and legal objectives; practices and procedures associated with administration of the office of municipal justice court judge; current case law of higher courts; civil, small claims and civil procedure; code of judicial administration, rules of evidence; general office management principles.

Ability to interpret the law and apply penalties in an impartial manner; define problems, establish facts and draw just conclusions in order to make appropriate legal decisions and judgments; read, write, analyze and interpret legal documents; respond to common inquiries or complaints from the public; communicate effectively, verbally and in writing; discuss and perform minor counseling concerning drug abuse, alcohol and domestic violence; cope with stress in the workplace related to decision making processes and upholding the standards of the office; develop effective working relationships with co-workers, elected officials, subordinates, enforcement personnel, and the public.

3. Special Qualifications:

Must be a citizen of the United States.

Must be a 3 year resident of the State of Utah.

Must be certified through the State Court Administrator's Office.

Must complete annual continuing education requirements of 30 hours as required by state statute.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Common eye, hand, finger dexterity required in performance of essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)