

JUDGE

Department: Municipal Court **Classification/Grade:** M-4
Division: _____ **FLSA Status:** Exempt
Reports to: City Manager **Date Approved:** _____

Job descriptions/specifications are only intended to present a descriptive summary of the range of duties, tasks, and responsibilities associated with a specific position. Therefore, description/specifications may not include all duties performed by the individual. In addition, description/specifications are intended to outline the minimum qualifications necessary for entry into the position/class and do not necessarily convey the qualifications of incumbents within the position/class.

DEFINITION

Perform professional judicial duties in interpreting and applying the local, state and federal laws and manage the activities of the operating division of the Mesquite Municipal Court.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

(Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of reasonable accommodation.)

1. Serve as a representative of the City of Mesquite, demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and with the public
2. Preside over a variety of hearing including criminal misdemeanor and traffic arraignments, driving and curfew arraignments, criminal non-jury trials, and pre-trial conferences.
3. Review requests for continuances; grant or deny requests.
4. Serve order to persons held in custody.
5. Review search warrants; sign or reject warrants; confirm warrant recalls.
6. Review and sign complaints, summons, subpoenas, arrest warrants and adult diversion forms.
7. Review and sign seized property releases.
8. Oversee the assignment and management of the work of all Court employees.
9. Evaluate and analyze the statistical data on a continuing basis concerning the management of courtroom case flow and oversee periodic reports based on that data.
10. Respond verbally and in writing to complaints and inquiries from the public, the City Council, the City Manager's Office and other City departments and explains relevant administrative and judicial policies and procedures.
11. Determines departmental budget priorities for the operating divisions.
12. Direct the development and installation of procedural, technical and operational improvements.
13. Determines the long-range plan for the Court.
14. Correspond with non-local defendants for dispositions of cases by mail when appropriate
15. Act as unofficial ombudsman for public questions regarding drivers' license reinstatement, vehicle registration, removal of convictions and referral to appropriate agencies.
16. Perform legal research.
17. Demonstrate continuous effort to improve operations, decrease turnaround times, streamline work processes and work cooperatively and jointly to provide quality seamless customer service.
18. Be dependable and meet acceptable attendance requirements at all times.
19. Follow all applicable safety rules and regulations.

OTHER JOB FUNCTIONS

- A. Protect confidential information by preventing unauthorized release, both verbal and/or written.
- B. Assist in department operations and perform other related duties as assigned.

QUALIFICATIONS:

The degree of knowledge and ability as outlined under this section is that which is necessary to satisfactorily perform the essential functions of this position.

Knowledge of:

- Nevada Rules of Criminal and Traffic Procedure.
- Methods of efficient juror utilization.
- The criminal justice system.
- Case management techniques.

Ability to:

- Communicate orally with defendants, witnesses, and the public in group settings to give instructions or information and to respond to questions.
- Visually observe people's behavior in a courtroom setting.
- Comprehend and make inferences from written material.
- Produce written documents with clearly organized thoughts using proper sentence construction, punctuation and grammar.
- Conduct and control court proceedings, elicit pertinent information and confine witnesses and litigants to relevant issues.
- Appraise factual situations and make appropriate decisions promptly and in accordance with the law.
- Perform a broad range of supervisory responsibilities over others.
- Formulate and implement plans and programs.
- Analyze difficult work procedures and job methods in order to apply processing and technique improvements
- Manage the cases scheduled in the courtroom in an effective and efficient manner.
- Work non-standard hours such as evenings, weekends and holidays.

Experience, Education, Training, Skill, License or Certificate:

Any equivalent combination of training, education and experience which provides the individual with the required knowledge, skills, and abilities to perform the job. A typical way to obtain the required knowledge and abilities would be:

Education: Graduation from an ABA accredited college or university

Experience:

License or Certificate: Must possess, at the time of employment and continuously throughout employment, a valid Nevada Class "C" driver's license.

WORKING CONDITIONS

Work is performed under the following conditions:

Physical Requirements :

Duties require sufficient mobility to work in a typical office setting and use standard office equipment, including a computer; sustained posture in a seated position for prolonged periods of time; frequent stooping, twisting, bending, kneeling, and reaching; vision to read printed materials and a VDT screen, and hearing and speech to communicate in person or over the telephone. Must be able to handle stressful situations. Must carry/lift/push or pull loads of up to 25lbs.

Job Hazards/Risk Factors:

Employee may risk physical hazard from angry, unstable, violent and highly volatile prisoners and citizens and from weapons; exposure to communicable diseases, hazardous materials and body fluids. Risk of civil litigation due to performance of duties.

The City of Mesquite is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals. The City of Mesquite encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.

Revised & approved:

September 2002