

MUNICIPAL COURT JUDGE

FLSA Status – Exempt

EEO Code – A/Officials and Administrators

Class Code - M106

GENERAL DESCRIPTION OF THE DUTIES

this position serves as the judicial officer of the city and the position is defined in the McMinnville *Charter*.

SUPERVISION RECEIVED

Works under the general, executive direction of the Mayor and City Council. Reviews are conducted by the City Manager, using the following performance measures (based on the Revised Oregon Code of Judicial Conduct):

1. The Municipal Court Judge shall observe high standards of conduct so that the integrity, impartiality, and independence of the judiciary are preserved.
2. The Municipal Court Judge shall act at all times in a manner that promotes public confidence in the judiciary and the judicial system.
3. The Municipal Court Judge shall not engage in conduct that reflects adversely on the Judge's character, competence, temperament, or fitness to serve as a Judge.
4. The Municipal Court Judge shall be faithful to the law and shall decide matters on the basis of the facts and applicable law.
5. The Municipal Court Judge shall not be swayed by partisan interests, public clamor, or fear of criticism.
6. The Municipal Court Judge shall maintain order and decorum in proceedings before the Judge.
7. The Municipal Court Judge shall be patient, dignified, and courteous to litigants, jurors, witness, lawyers, court personnel, and members of the public.
8. The Municipal Court Judge shall not act in a way that the Judge knows, or reasonably should know, would be perceived by a reasonable person as biased or prejudiced toward any of the litigants, jurors, witnesses, lawyers, or members of the public.
9. The Municipal Court Judge is a very public officer. To a large extent, he or she determines the perceptions that many of the citizens have of the City. His or her behavior can be as important as the decisions he or she renders. Behavior on the bench and off shall be positive and shall reflect well upon the City.
10. The Municipal Court Judge shall conduct him or herself in accordance with all of the rules established in the Revised Oregon Code of Judicial Conduct.

SUPERVISION EXERCISED

Employees in this classification do not supervise employees, although employees may give technical director to other employees.

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ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties and responsibilities listed should not be construed to be all-inclusive. The essential job duties will include other responsibilities as assigned and required.

1. Performs work as provided in the City Charter.
2. Maintains regular job attendance and adherence to working hours as needed.
3. Provides advice and training to support staff as needed.
4. Conducts trials, hearings, and arraignments, makes findings, and determines appropriate outcomes.
5. Keeps current with changes in the law.
6. Maintains proficiency by attending conferences and meetings.
7. Performs related work as needed

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Municipal Court policies and procedures.
- Reporting and disclosure requirements of government entities.
- Principles and practice of the legal profession.

Skill in:

- With the court administrator, implementing work methods and procedures which promote a safe working environment.
- Interpreting, understanding, and applying statutes, rules, and regulations.
- Providing outstanding customer service, both internally and externally.

Ability to:

- Work independently without direct supervision.
- Communicate orally and in writing in a clear and concise manner.
- Represent the City positively and effectively.

EXPERIENCE AND EDUCATION

Minimum three years of experience practicing law; graduation from an accredited law school or any satisfactory combination of experience and training that would demonstrate

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the knowledge, skills, and abilities required to perform the essential job functions is qualifying; and have an excellent work history and attendance.

SPECIAL REQUIREMENTS

Must be a member in good standing of the Oregon State Bar Association.

DESIRABLE BACKGROUND

Local government experience as in-house legal counsel in Oregon is preferred.

Knowledge of the legal issues surrounding the applications of technology in delivering public services and Oregon library laws are desirable.

PHYSICAL DEMANDS OF THE POSITION

While performing the essential duties and responsibilities of this position, the employee is frequently or continuously required to talk, reach, sit, hear and use repetitive motions.

Mental activities of decision making, interpersonal skills, teamwork, creativity, customer service, mentoring, reading/speaking/writing English, negotiations, problem analysis, use of discretion, planning, and independent judgment and action are frequently or continuously required. Duties involve moving materials weighing up to ten (10) pounds on a regular basis such as files, books, etc. Reasonable accommodation will be provided to qualified individuals with a disability and known limitations.

WORKING CONDITIONS

Usual office working conditions. The noise level in the work environment is typical of most office environments.

Approved By _____ Date _____
(City Attorney)

Adopted By _____ Date _____
(City Manager)

Established: 06/15