

MUNICIPAL COURT JUDGE

DUTIES AND RESPONSIBILITIES

Presides as a magistrate over all judicial and administrative functions of the Sweet Home Municipal Court and gives general direction to court staff with the help of the City Finance Director.

The Municipal Judge is appointed by the City Council and is guided by the City Charter, City ordinances, applicable State statutes as they exist, and by the procedures and limits imposed by them. The majority of the activity of the Municipal Judge is concerned with meeting persons in the courtroom. He/She confers with other persons on complaints, problems, requests and suggestions; meets with attorneys representing clients who are before him/her in Municipal Court; establishes policies and instructs the clerical staff on matters relating to the Court. His/her opinions require superior judgment and conclusions of extreme care.

EXAMPLES OF DUTIES AND RESPONSIBILITIES

1. Presides over all Municipal Court cases. Deliberates on and decides cases tried before the Court without a jury and conducts legal research in connection therewith. Prepares and gives instructions to the jury on the applicable law in jury trials.
2. Establishes policies regarding the bail schedule, manner of keeping Municipal Court records, cases that may be processed by the bail clerk for individuals who do not desire formal court appearance; issues warrants when required.
3. With the help of court staff and the City Finance Director, prepares Municipal Court budget.

MINIMUM QUALIFICATIONS

1. Member in good standing of Oregon State Bar Association.
2. Thorough knowledge of law and general legal principles and practices.
3. Thorough knowledge of local ordinances and State laws, particularly as relating to traffic regulations, liquor violations, and misdemeanors.
4. Thorough knowledge of judicial procedures, rules of evidence, and of jurisdiction of various types of courts.
5. Ability to analyze and appraise the facts and evidence presented before the Court and make judicial decisions. Ability to maintain judicial impartiality in hearing cases.
6. Ability to establish and maintain effective and efficient working relationships with other employees and the general public.