

Maintain accurate court records including the court docket, minutes of the Court, appropriate records to show fines and fees collected in each case; authenticate official Court documents by affixing the Court Seal.	Constant	M	A,B,C,D,E,G,H,I,J,K,M,N,Q,R,S
Collect fines and fees; accept appearance bonds from persons charged with offenses in the Municipal Court.	Constant	L	A,C,D,E,G,H,I,Q,R,S
Schedule cases for Court hearings; notify defendants and summon jurors of Court scheduled Court appearances; prepare subpoenas and attachments for witnesses.	23%	M	A,B,C,D,E,G,H,I,Q,R,S
Advise defendants of their rights and Municipal Court procedures; obtain copies of applicable complaints, statutes, and ordinances for defendants.	10%	L	A,C,D,E,G,H,I,J,M,Q,R,S
Collect and deliver all relevant case documents, the appeal bond, and a transcript of Court proceedings to the County Court in response to an appeal of a case.	1%	M	A,B,C,D,E,G,H,I,J,K,M,Q,R,S
Compile and submit statistical and financial reports as directed by the Presiding Judge, including reports to the City Administration, the Texas Judicial Council, Office of Court Administrator, and Texas Dept. of Public Safety.	20%	M	A,B,C,D,E,F,G,H,I,M,Q,R,S
Supervise the work of the Deputy Municipal Court Clerks.	Constant	L	A,B,C,Q,R,S
Hold Jail Calls	10%	L	A,C,E,G,H,Q,R,S
Takes pleas and imposes punishment on guilty pleas.	10%	L	A,C,E,G,H,Q,R,S
Review and approve personal/cash deposit bonds.	1%	L	A,B,C,D,G,H,Q,R,S
Other related duties as assigned.	Constant	M	All codes

PHYSICAL DEMANDS:

1. Overall Strength Demand

Sedentary Light to Medium Heavy Very Heavy

2. Frequency for each physical demand listed in Essential Duties:

<u>F</u> A. Standing	<u>F</u> G. Reaching	<u>R</u> L. Crawling	<u>C</u> Q. Vision
<u>F</u> B. Sitting	<u>F</u> H. Handling	<u>F</u> M. Bending	<u>C</u> R. Hearing
<u>F</u> C. Walking	<u>C</u> I. Fine Dexterity	<u>O</u> N. Twisting	<u>C</u> S. Talking
<u>F</u> D. Lifting	<u>O</u> J. Kneeling	<u>R</u> O. Climbing	<u>—</u> T. Other
<u>F</u> E. Carrying	<u>O</u> K. Crouching	<u>O</u> P. Balancing	
<u>O</u> F. Pushing/ Pulling			

C-Continuously, F-Frequently, O-Occasionally; R-Rarely

3. Description of Physical Demand

Physical Demand	Description
STANDING/WALKING	At counter to help public; perform duties
SITTING	At desk for most work tasks
LIFTING/CARRYING	To retrieve case files (8 lbs.); to transport necessary material to court
REACHING	Across desk/counter with paperwork
HANDLING	To file; to handle papers and office equipment
BENDING	To pick up documents, load copier and printer with paper
KNEELING	To obtain appropriate records
VISION	To use computer, type, read and process paperwork

NON-PHYSICAL DEMANDS:

<u>F</u>	time pressures	<u>F</u>	noisy/distracting environment
<u>F</u>	emergency situations	<u>F</u>	tedious exacting work situation
<u>O</u>	irregular schedule/overtime	<u>C</u>	working closely with others as part of a team
<u>R</u>	danger/physical abuse	<u>C</u>	performing multiple tasks simultaneously
<u>F</u>	frequent change of tasks	<u> </u>	other (describe below)
<u>R</u>	varying periods of idle time interspersed with emergencies requiring intense concentration		

C-CONSTANTLY (2/3 or more of the time), F-FREQUENTLY (1/3 TO 2/3 of the time), O-OCCASIONALLY (up to 1/3 of the time), R-RARELY (Less than 1 hour per week)

EQUIPMENT, MACHINES, TOOLS, AND WORK AIDS:

Computers, scanners and other common office machines.

KNOWLEDGE AND ABILITIES:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Knowledge of: judicial procedures, civil and criminal law, municipal codes and state laws. Sound working knowledge of Municipal Court and Police Department processes and procedures, accepted theories and practice of general office procedures; and legal terminology.

- Excellent communications (verbal and written), organizational, and analytical skills.

- Ability to: establish and maintain professionally effective working relationships with prosecutors, judges, law enforcement personnel, the general public, and representatives of state, federal, and local government agencies.
- organize, interpret and apply legal principles to complex legal problems.
 - organize and maintain court documents and supervise court administrative staff to ensure proper administration and disposition of cases.

ACCEPTABLE EXPERIENCE AND TRAINING:

High school diploma or equivalent. Completion of Municipal Court Training School and attend on-going training as required.

Be advised that the Associate Municipal Court Judge will, as an official duty:

1. Complete within one year after taking office, a minimum of 12 hours of instruction if a licensed attorney, or a minimum of 32 hours of instruction if not a licensed attorney, in the performance of the duties of office; and
2. Each fiscal year thereafter complete a minimum of 12 hours of instruction in the performance of the duties of office.

After having served as a municipal court judge for a period of two years and met the judicial education requirement each year, a judge may attend an alternate course approved by the Municipal Courts Education Committee. An approved alternate course may be selected only every other year.

I agree this job description is a fair representation of the duties of the position that I will be expected to perform.

Applicant or Employee:

Printed Name

Signature

Date



JOB DESCRIPTION

Class No: 104	Job Title: Municipal Court Judge	
Pay Group: UNCLASSIFIED	EEOC Category: Professional	
Date: May 23, 2003	FLSA Category: Exempt	

BRIEF DESCRIPTION OF THE JOB:

Under general direction of the City Council, presides over sessions of the Municipal Court.

ORGANIZATIONAL RELATIONSHIPS:

Reports to: City Council on Policy Issues, City Manager on Administrative Issues

Directs: Supervises Associate Municipal Court Judge

Other: Has contact with municipal administrative staff, other city employees and the general public.

ESSENTIAL DUTIES:

This is a description of the way this job is currently performed; there is potential for accommodation.

Description of Work	Av. % of time	Strength*	Physical Demand Code*
Sets guidelines for Municipal Court Judicial Branch	10%	S	B, E, Q,R,S
Calls trial and special dockets	5%	S	B,E,Q,R,S
Hear cases before court and holds jury trials	50%	S	B,E,Q,R,S
Takes pleas and imposes punishment on guilty pleas	10%	S	B,E,Q,R,S
Issues arrest/search warrants	5%	S	B,E,Q,R,S
Advises inmates of constitutional rights	5%	S	B,F,E,Q,R,S

OTHER IMPORTANT DUTIES:

Description of Work	Av. % of Time	Strength*	Physical Demand Code*
Approve probable cause affidavits	5%	S	B,E,Q,R,S
Hold jail calls	5%	S	B,F,Q,R,S
Review and approve personal/cash deposit bonds	5%	S	B,E,Q,R,S

*See Physical Demands portion of job description for key to codes

PHYSICAL DEMANDS:

1. Overall Strength Demand

X Sedentary to X Light ___ Medium ___ Heavy ___ Very Heavy

2. Frequency for each physical demand listed in Essential Duties:

<u>O</u> A. Standing	<u>R</u> G. Reaching	<u>R</u> L. Crawling	<u>C</u> Q. Vision
<u>F</u> B. Sitting	<u>C</u> H. Handling	<u>R</u> M. Bending	<u>C</u> R. Hearing
<u>F</u> C. Walking	<u>C</u> I. Fine Dexterity	<u>R</u> N. Twisting	<u>C</u> S. Talking
<u>O</u> D. Lifting	<u>O</u> J. Kneeling	<u>R</u> O. Climbing	<u>R</u> T. Foot Controls
<u>O</u> E. Carrying	<u>O</u> K. Crouching	<u>R</u> P. Balancing	<u>O</u> U. Other
<u>R</u> F. Pushing/Pulling			Color discrimination

C-Continuously, F-Frequently, O-Occasionally; R-Rarely

3. Description of Physical Demand

Physical Demand	Description
STANDING/WALKING	
VISION	Read legal briefs, other court documents, etc.; do legal research; and conduct court sessions.
HEARING/TALKING	Hear defendant pleas, conduct court sessions, listen to evidence, pronounce sentences, fines, penalties, etc.
SITTING	Work primarily performed in sitting position.
LIFTING/CARRYING	Limited to carrying court documents, and small electronic devices such as laptop computer.
PUSHING/PULLING	Not applicable
REACHING	Not applicable.
HANDLING	Paperwork, small electronic devices.
FINE DEXTERITY	Not applicable
KNEELING/CROUCHING/ CRAWLING	Not applicable
BENDING	Not applicable
TWISTING	Not applicable
CLIMBING/BALANCING	Not applicable
FOOT CONTROLS	Not applicable
OTHER: COLOR DISCRIMINATION	Not applicable

*See Physical Demands portion of job description for key to codes

NON-PHYSICAL DEMANDS:

<u> </u> F	time pressures	<u> </u> O	noisy/distracting environment
<u> </u> R	emergency situations	<u> </u> O	tedious exacting work situation
<u> </u> R	irregular schedule/overtime	<u> </u> F	working closely with others as part of a team
<u> </u> R	danger/physical abuse	<u> </u> F	performing multiple tasks simultaneously
<u> </u> O	frequent change of tasks	<u> </u>	other (describe below)
<u> </u> R	varying periods of idle time interspersed with emergencies requiring intense concentration		

C-CONSTANTLY (2/3 or more of the time), F-FREQUENTLY (From 1/3 to 2/3 of the time), O-OCCASIONALLY (Up to 1/3 of the time), R-RARELY (Less than 1 hour per week)

EQUIPMENT, MACHINES, TOOLS, AND WORK AIDS:**ENVIRONMENTAL FACTORS AND SAFETY HAZARDS:****KNOWLEDGE/SKILLS/ABILITIES:**

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed. Knowledge of judicial procedures, civil and criminal law, municipal codes and state laws. Skill in effective verbal and written communication. Ability to organize, interpret and apply legal principles to complex legal problems. Apply knowledge of criminal/civil law. Ability to organize and maintain court documents and work with the Court Clerk to ensure proper administration and disposition of cases.

ACCEPTABLE EXPERIENCE AND TRAINING:

High School Graduation. Graduation from an accredited school of law plus two (2) years of experience as a practicing attorney in the State of Texas is preferred but not required.

CERTIFICATES/LICENSES REQUIRED:

Attorneys must provide evidence that they are member's in good standing with the State Bar of Texas.

Be advised that each Municipal Court Judge will, as an official duty:

1. Complete within one year after taking office, a minimum of 12 hours of instruction if a licensed attorney, or a minimum of 32 hours of instruction if not a licensed attorney, in the performance of the duties of office; and
2. Each fiscal year thereafter complete a minimum of 12 hours of instruction in the performance of the duties of office.

A person who serves in the dual capacity as a municipal judge and as a justice of the peace may be permitted to receive credit for each office toward fulfillment of the requirements of the rules of judicial education by attending a course of instruction for either office, provided that the curriculum is pertinent to the duties and responsibilities of each office. The determination of the applicability of the course to each or either office shall be made by the judicial education committee having jurisdiction over each office in accordance with that committee's procedures.

After having served as a municipal court judge for a period of two years and met the judicial education requirement each year, a judge may attend an alternate course approved by the Municipal Courts Education Committee. An approved alternate course may be selected only every other year.

SIGNATURE:

I agree this job description is a fair representation of the duties of this position.

Supervisor:

Name Signature Date

Employee:

Name Signature Date