

PRESIDING CITY MAGISTRATE

JOB DESCRIPTION

Classification Responsibilities: Subject to legislative, administrative policy guidance, and rulings from higher judicial bodies, the Presiding City Magistrate directs the Municipal Court operations. The Presiding City Magistrate shall take reasonable measures to assure prompt disposition of cases and proper performance of other judicial responsibilities. This class is also responsible for performing related duties as required.

Distinguishing Features: This classification has been designated as a non-classified, non-merit system, at-will position. Work is performed in accordance with the provisions of applicable laws and is subject to review by a higher court. The Presiding City Magistrate is appointed by the City Council to a specified term. This employee receives administrative direction from the City Manager who reviews work on the basis of overall results achieved. This class is FLSA exempt-executive.

QUALIFICATIONS

Minimum Qualification(s) Required. Graduation from an accredited school of law. Ten plus years of progressively responsible judicial experience or related work involving legal/law processes.

Special Requirement(s). Membership in the Arizona State Bar Association. For this position, an individual receiving a conditional offer of employment from the City of Mesa must pass a background investigation through the City of Mesa Police Department, the Arizona Department of Public Safety, and Federal Bureau of Investigation prior to commencing employment with the City of Mesa.

Substance Abuse Testing. None.

Preferred/Desirable Qualification(s). Some supervisory or administrative experience in a judicial environment is desirable.

ESSENTIAL FUNCTIONS

Communications: Conveys legal opinions to defendants, attorneys, and City Court staff. Elicits pertinent information and confines witnesses and litigants to relevant issues. Discusses the social implications of offenses with defendants. Confers with attorneys. Gives information on citizens' rights, and court procedures and policies. Responds to inquiries from the Mayor, City Council, and other public officials. Communicates with subordinates, other City employees, attorneys, representatives from other agencies, and the general public to establish and maintain effective working relationships.

Manual/Physical: Presides at arraignments, trials, and special hearings. Reviews and supervises the maintenance of the trial docket. Approves bonds and signs criminal warrants and other legal documents. Represents the City Court at meetings with other agencies. Enters legal decisions into the court file.

Mental: Supervises and directs the activities of City Magistrates and the Court Administrator, including assigning case loads, counseling in procedural matters, and evaluating performance. Hears and disposes

of cases, including determining fines, setting bail, and issuing orders regarding the disposition of arrested persons; and determining sentences to be imposed. Analyzes evidence and data presented in court and applies existing law. Conducts legal research to determine applicable laws to a given set of circumstances. Prepares the departmental budget and controls expenditures.

Knowledge and Abilities:

Knowledge of:

Arizona criminal law, Mesa City ordinances, and related laws and regulations applicable to a city court; city court procedures and operational practices; various correctional methods and their successes; and underlying social factors involved in cases coming before the court.

Ability to:

supervise and direct the activities of City Magistrates and the Court Administrator; preside at arraignments, trials, and special hearings; hear and dispose of cases; analyze evidence and data presented in court and apply existing law; review and supervise the maintenance of the trial docket; prepare and administer the City Court annual budget; and represent the City Court at meetings with other agencies.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised to add Substance Abuse Testing 12/10

KB/la

CS1104.DOC	PAY RANGE: 1104
EEO-O/A	SH-No
NDOT Safety-No	Security-No
NDOT Random-No	
DOT Safety-No	CDL-No
RESP-No	IND-9410
JOB FCTN-ADM	SWORN-No
PAY STEPS-Special	