

CITY MAGISTRATE

JOB DESCRIPTION

Classification Responsibilities: A City Magistrate is responsible for presiding over misdemeanor and civil traffic cases filed with the Mesa Municipal Court, and presides over Orders of Protection. A City Magistrate is responsible for applying relevant Supreme Court Rules, state statutes, City ordinances, and case law when presiding over trials to the court, trials to a jury, pre-trial conferences, arraignments, motions, and other hearings. An employee in this class is also responsible for imposing sentences commensurate to the offense and within the parameters allowed by law. In addition, may be required to conduct initial appearances or arraignments in a jail court environment in accordance with the Arizona Rules of Criminal Procedure. This class performs related duties as required.

Distinguishing Features: This classification has been designated as a non-classified, non-merit, at-will position. A City Magistrate is appointed by the City Council to a specified term. Prior to consideration for reappointment by the City Council, City Magistrates are evaluated by a Judicial Advisory Board, which makes recommendations to the City Council. This class is FLSA exempt-professional.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Any combination of training, education, and experience equivalent to 7 - 9 years of experience as a lawyer, judge, or hearing officer in criminal or traffic cases, and graduation from an accredited school of law.

Special Requirements. Admission to 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. Previous judicial experience in misdemeanor cases is preferred.

ESSENTIAL FUNCTIONS

Communication: Conveys legal opinions to defendants, attorneys, and court staff. Informs defendants of their rights and any sentence which may be imposed, in a manner which makes the information clearly understandable.

Manual/Physical: Enters legal decisions into the court file. Completes and signs various legal forms. Hears cases involving traffic violations, misdemeanors, and Orders of Protection, in order to render decisions. Reviews briefs submitted to the court by attorneys, researches applicable case law, and communicates decisions made.

Mental: Conducts legal research to determine the law applicable to a given set of circumstances. Evaluates evidence presented to the court, and applies existing law in rendering decisions. Interprets and applies case law to cases over which the City Magistrate presides. Analyzes legal memoranda submitted by attorneys to determine applicability to issue at hand. Learns job-related material in a classroom setting at an annual judicial conference.

Knowledge and Abilities:

Knowledge of:

Rules of Judicial Conduct (Supreme Court Rule 81);
Arizona Rule of Court, state statutes, City ordinances, and applicable case law; and
court procedures and operations.

Ability to:

use automated case management systems including data entry reflecting judicial actions;
use electronic case files;
use electronic calendaring;
use electronic communications, such as e-mail and instant messaging;
preside over courtroom hearings including: jury trials, trials to the court, pre-trial conferences,
sentencing hearings, violation of probation hearings, and orders of protection and injunction against
harassment petitions;
conduct legal research; and
establish and maintain effective working relationships with coworkers and other professionals.

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 6/25

NF/sb

CS1201.DOCX

EEO-Prof

JOB FCTN-LEG

Non-DOT Safety and Security-N

CDL-N

RESP-N

PAY GRADE: 12

IND-9410

SWORN-No

Non-DOT Random-N

DOT-N

PAY PLAN SPECIAL