

COURT COMMISSIONER

JOB DESCRIPTION

Classification Responsibilities: A Court Commissioner is responsible for presiding over civil traffic cases and vicious animal petitions filed with the Mesa Municipal Court. A Court Commissioner may also preside over misdemeanor cases, Orders of Protection, Injunctions Against Harassment, and Mesa City Code violations filed with the Court on an as needed basis. A Court Commissioner is responsible for applying relevant Supreme Court Rules, state statutes, City ordinances, and case law when presiding over proceedings involving civil traffic cases, vicious animal petitions, misdemeanor cases, Orders of Protection, Injunctions Against Harassment and City Code violations and related hearings, trials to the court, trials to a jury, pre-trial conferences, arraignments, motions, and other hearings. The incumbent is also responsible for imposing sentences commensurate to the offense and within the parameters allowed by the law. This position is also responsible for performing related duties as required.

Distinguishing Features: This classification has been designated as a non-classified, non-merit, at-will position. A Court Commissioner is appointed to a two-year term by the Presiding City Magistrate. A Court Commissioner is distinguished from a Civil Traffic Hearing Officer by the ability to preside over misdemeanor cases, Orders of Protection, Injunctions Against Harassment, and City Code violations on an as needed basis. This class is supervised by the Presiding City Magistrate. 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. Graduation from an accredited law school and current member in good standing of the Arizona State Bar Association. Any combination of training, education, and experience equivalent to 5+ years presiding over civil traffic cases, privilege license tax appeals, or city code violations OR 5+ years experience as an attorney including responsibilities for preparing and presenting trial cases in Arizona limited jurisdiction courts.

Special Requirements. Possession or the ability to obtain certification by the Arizona Supreme Court as a Hearing Officer (The City of Mesa will provide the training required to obtain certification after hire date if necessary). 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 Qualifications. None.

ESSENTIAL FUNCTIONS

One position may not include all of the essential functions, knowledge and abilities listed, nor do the listed examples include all the knowledge and abilities which may be found in positions of this classification.

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 or the court's automated case management system. Completes and signs various legal forms in both paper and electronic form. Hears cases involving civil traffic violations, vicious animal petitions, misdemeanors, Orders of Protection, Injunctions Against Harassment and City Code violations in order to render decisions. Reviews documents submitted by outside parties. Researches applicable law and communicates decisions in a timely manner.

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 over which the incumbent presides. Analyzes documents submitted to determine applicability to issue at hand. Learns job-related material in a classroom setting.

Knowledge and Abilities:

Knowledge of:

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

Ability to:

preside over various types of courtroom hearings;
conduct and control adversary proceedings;
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.

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CS1206.DOC

EEO-Prof

JOB FCTN-LEG

PAY STEPS-Special

PAY RANGE: 12

IND-9410

SWORN-No