

South Jordan City

Job Description

Title: Judge **Effective Date:** 2/1/16
Org: 100100 **FLSA:** Non-covered Elected Official
Pay Grade: Statutory **Workers Comp:** Municipal

*As per statute (78-5-128), salary shall be no greater than 85% of the salary of a district court judge.

GENERAL PURPOSE

Serve as the City's appointed Justice Judge in handling various criminal and traffic matters and other judicial duties as defined by statute and the Judicial Council. The term of office is four years, subject to re-appointment by the Mayor upon the advice and consent of the City Council. The judge may be removed only as provided by statute.

SUPERVISOR

Work under the broad policy guidance and direction of the established state statute and local ordinances.

POSITION(S) SUPERVISED

None

ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee's supervisor.

Job attendance is required, except for authorized leave.

Perform court duties on a full-time basis in compliance with all statutory standards for the operation of Justice Courts, all standards promulgated by the Judicial Council, the Code of Judicial Conduct, and the Municipal Officers' and Employees' Ethics Act.

Attend and participate in judicial programs to maintain thorough knowledge of the law, and serve as a general resource to the community on judicial activities and actions; perform other administrative duties related to management of the city court.

Serve as committing magistrate for the purpose of setting bail on all criminal cases within proper jurisdiction; preside over and adjudicate all cases involving violations of ordinances, all class B and C misdemeanors and all civil cases involving \$5,000 or less, including traffic violations, DUI's, controlled substance possession, domestic violence.

Conduct public arraignment sessions, trials, pre-trials, and other specific hearings (suppression, contempt, bail, etc.) as they relate to specific cases; review specific cases prior to hearings on those cases; handle arraignment proceedings within 72 hours for individuals who cannot make bail.

Issue warrants, summons, subpoenas, commitments and all other compulsory process to ensure compliance with court orders.

Maintain appropriate and professional conduct and communication with justice court staff and administrators, police officers, attorneys and their clients, other Justice Court Judges and the general public.

Annual Review of compliance with the requirements and operational standards of the court, discuss other items of concern, and to ensure that the operational standards of the court have been met during the prior year.

Complete annual required in-service training for justice court judges.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS listed in statute (78-5-137)

1. Education and Experience:

- A. Graduation from a recognized college of law with a J.D. or L.L.B. degree;
- AND
- B. Sufficient experience to demonstrate a working knowledge of the legal environment associated with the office of City Judge;

2. Special Qualifications:

Meet the requirements of statute 78-5-137, must be:

- Citizen of the United States of America
- 25 years of age or older
- Resident of Utah for at least 3 years immediately preceding appointment
- Resident of the county in which the municipality is located or an adjacent county for at least six months immediately preceding appointment
- Qualified voter of the county of residence
- Member of the Utah State Bar
- Certiifiable through the State Court Administrator's Office

3. Knowledge, Skills, and Abilities:

Working knowledge of local ordinances, laws, and legal objectives; practices and procedures associated with administration of the office of Municipal Judge; general office management principles.

Ability to interpret the law and apply penalties in an impartial manner; ability to communicate effectively, verbally and in writing; ability to develop effective working relationships with co-workers, elected officials, subordinates, enforcement personnel, and the public.

4. Working Conditions:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, critical thinking and creative problem solving.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.

Human Resources Use Only

Job Class:	Municipal Exempt	EEO-4 Class:	Prof
Location:	Executive	EEOP Class:	Prof
Group/BU:	General Pay Plan	Tech-Net Match:	1055