



City of Tuskegee

POSITION ANNOUNCEMENT

Date Posted: 8/24/2017

This position announcement constitutes neither a written or implied contract of employment. The City of Tuskegee reserves the right to revise, alter and/or change the job description for this position, as the City deems necessary.

The following position is now open. Applications received after the closing deadline will not be considered.

Position Information

Job Title: Magistrate Department: Municipal Court
Job Status: Regular Full-Time Temporary Full-Time *If temporary, give required dates of service:*
 Regular Part-Time Temporary Part-Time *From: N/A To: _____*
Standard Scheduled Hours: Monday - Friday Days to be Worked: 8am - 4:30pm Starting Pay Rate: \$13/ hour

Position Description

General nature/purpose of work:

Under direction of the Municipal Court Administrator, receives incoming calls and visitors to Tuskegee Municipal Court; provides accurate information, makes appropriate referrals. Assists customers on Court days; performs a variety of secretarial services; maintains files, and retrieves information as requested. Constructs complaints and establishes probable cause; prepares necessary paperwork, reports, and correspondence. Prepares and records cases, maintains files, and retrieves information. Issues warrants; performs data entry, and follows established procedures for preparing Court docket. Performs procedures for suspending driver's licenses, failure to appear, and failure to pay cases; administers final forfeiture proceedings. Oversees filing of appeals; maintains records of appeals and tracks appeal cases. Prepares and records cases, maintains files, and retrieves information. Receives pleas, takes depositions, receives and prepares reconciliation of monies. Obtain and maintain certification, and performs other related duties as required.

Minimum Qualification Standards (Additional qualification standards are found on the job description.)

Credentials & Experience:

- Must be at least 21-years of age
- Associate's degree (A.A.) or equivalent from two-year College or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience
- Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process
- Knowledge of administrative and clerical procedures and systems such as word processing and managing files/ records
- Skill in oral and written communication
- Detail oriented
- Ability to multi-task effectively
- Substantial knowledge of records management, including types of filing systems, steps involved in filing, indexing, control of documents in storage, retrieval and transfer of documents
- Reading skills to comprehend policies, procedures, manuals and other complex material
- Ability to follow written and oral directives
- If considered for hire applicant must also pass a background check and drug/alcohol screening

Special Requirements:

Must be willing to obtain required certifications, as needed. Some travel will be required.

Date of Announcement: August 24, 2017 Closing Date for Applicants: Open until filled

All qualified candidates should submit a City of Tuskegee application to the HUMAN RESOURCE DEPARTMENT, Re: MAGISTRATE, 101 Fonville Street, Tuskegee, Alabama 36083 or apply online at www.tuskegeealabama.gov

The City of Tuskegee is an Equal Opportunity Employer, maintaining a Drug-Free Workplace. Pre-employment drug testing is performed. The City reserves the right to re-advertise positions or to not fill positions after advertising. We e-verify!