



JOB DESCRIPTION

JOB SUMMARY

General Duties and Responsibilities:

Performs professional judicial duties as the Municipal Court Judge for the Municipal Court of Tuskegee. The judge acts in the interpretation, application and enforcement of local ordinances and applicable State laws. The judge shall perform these duties by presiding over the Municipal Court sessions, (including pre-trials, trials, hearings and other judicial proceedings) and functioning as a magistrate. The position shall be authorized by a majority of council. The judge shall be compensated as recommended by the City Manager and approved by the City Council.

Essential Functions:

Duties include, but are not limited, to:

- Preside over Municipal Court for all class C Misdemeanors, City matters, criminal jury and non-jury trials, pre-trial conferences, juvenile warnings and other cases appropriately tried in Municipal Court.
- Maintain a central docket of all cases filed in the City of Tuskegee.
- Review and/or deny requests for continuances.
- Determine innocence or culpability (When hearing cases without a jury) and levies fines commensurate with the violation in such manner to preserve equity and uniformity in the application of existing laws and ordinances.
- Supervise the administration of juror notification and direct jurors in trial cases on their role in the interpretation and application of law.
- Be available, or have adequate associate judge expertise available, on a 24/7 basis to review and/ sign complaints, summons, subpoenas, affidavits for search and arrest warrants, appeal bonds, etc.
- Support court activities with Municipal Court Magistrate, City Attorney, and/or City Prosecutor and other city departments.
- Review legislation and current case law affecting offenses and the criminal justice system and implement procedures to ensure compliance. Perform legal research as needed and determine fine amounts.
- Conduct hearings (including property, emergency protective order, code enforcement...).
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Non-essential Functions: None.

QUALIFICATIONS

- Candidate must be and remain, an attorney admitted to practice law before the courts of record for the State of Alabama. Must meet and maintain all state requirements for municipal court Judge.
- Knowledge of judicial procedure and rules of evidence as well as the organization, duties, powers, limitations and authority of the Municipal Court.
- Ability to analyze evidence, apply existing laws, impartially and render prompt, equitable verdicts.
- Possess a sense of fairness and exhibit respect towards all persons including but not limited to argumentative and often hostile persons in court.
- Abide by the Employee Policies and Procedures Manual and subscribe to the core values of the City of Tuskegee.
- Communicate clearly and concisely both orally and in writing.
- Operate a computer, software and other office equipment.

Education/Experience

- Valid license as an attorney issued by the Supreme Court of the State of Alabama, and a member in good standing of the State Bar of Alabama
- Experience in the practice of law with two (2) or more years in this state.

Other Requirements

- Valid Alabama Class C Driver's License with satisfactory driving record, as defined by City policy.
- Proof of citizenship and/or eligibility to legally work in the United States.
- Must submit to and pass a pre-employment drug test and criminal background check.
- Must be a resident of this state.