

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Chief Judge of the Municipal Court</u>
Sch & Grade	<u>DHS-14 (Unclassified)</u>
Class Code	<u>AA32</u>
FLSA Status	<u>Exempt</u>
Bargain Unit Elig.	<u>Not Eligible</u>
Occupational Group	<u>Department Head Series</u>

PRIMARY PURPOSE:

Serves as Chief Judge for the Municipal Court. Leads, directs and manages both judicial and court administration functions for the Municipal Court. Also serves as a judge of the court, hearing cases involving violations of the City Charter and ordinances and rendering decisions on cases.

SUPERVISION:

Under general administrative authority of the Presiding Judge of the Greene County Circuit Court; receives administrative direction from the City Manager and Assistant City Manager; supervises both judicial and administrative personnel for the Municipal Court.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Serves as Chief Judge for the Municipal Court including supervising other city judges and directing administrative operations staff.
2. Guides and directs a staff of professional, technical, and administrative support personnel including providing counsel on a variety of administrative and judicial issues, making selection decisions, completing performance evaluations, and ensuring staff have adequate training and professional development opportunities.
3. Serves as principal advisor to the City Manager and Assistant City Manager, and other city officials, regarding municipal court judicial and court administration issues.
4. Hears cases, rules on admissibility of evidence and testimony, renders judgments and assesses sentences. Performs legal research. Provides administrative supervision to other city judges carrying out said duties.
5. Determines appropriate jurisdiction and instructs jurors, attorneys, and defendants in court procedures.
6. Authorizes bonds and partial payment of fines and issues summons and warrants.
7. Performs jury trials from jury selection to conclusion.
8. Applies court procedures prescribed by the State of Missouri and establishes and applies local rules and procedures as necessary to ensure the proper operation of the Municipal Court.
9. Oversees the annual budgeting process for Municipal Court.
10. Enforces the City's and Court's personnel policies and procedures.
11. Acts as an administrative hearing officer with respect to contested cases under Chapter 536 RSMo.
12. Carries out Municipal Court policies and procedures as part of the unified court system in Missouri under general administrative authority of the Presiding Judge of the Greene County Circuit Court.
13. Provides and monitors staff development to insure appropriate succession planning within the Department.

IMPORTANT FUNCTIONS:

1. Attends various seminars and conferences, participates in professional development activities, etc.

Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

Thorough knowledge of municipal ordinances, state statutes, court procedures, and applicable case law decisions; modern management principles and techniques.

Abilities

Effectively lead and manage the judicial work and court administration for the Municipal Court; utilize sound, independent judgment with the ability to make legal judgments in an independent, responsible, and impartial manner; read a wide variety of information and conduct effective legal research; prepare and present clear and comprehensive reports including legal opinions; effectively supervise and manage department personnel including both judicial and administrative staff; evaluate testimony and evidence, analyze and interpret case facts and applicable law, and render sound and impartial judgments; supervise and direct the work of department staff; communicate effectively both verbally and in writing; deal effectively and courteously with a wide variety of individuals and groups including city management, government agencies, state legislators, associates and the general public; model and facilitate a working environment that encourages awareness and respect for differences among employees and citizens; perform effectively as a member of a team in carrying out the City's stated mission and philosophy; perform the essential functions of the job without posing a direct threat to the health and safety of others.

Experience, Education, and Training

Graduation from an accredited law school, plus at least five years of general law experience.

Physical Requirements

May be subject to sitting and working at a computer for long periods of time.

Working Environment

Indoors with heating and cooling regulated in both a court and general office setting.

Licensing/Certification

Must be licensed to practice law by the State of Missouri and comply with applicable requirements for annual continuing legal education as an attorney and a judge.

Miscellaneous Requirements

Must establish residency within the City limits of Springfield within six months of employment and maintain City residency throughout appointment.

Last Revision:	February 8, 2012	GENERAL ORDINANCE NO. 4348
Comments:	Updated Abilities	Date: July 12, 1993

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.

Signed: _____ **Date:** _____