

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

| | |
|--------------------|------------------------------|
| Job Title | <u>Municipal Court Judge</u> |
| Sch & Grade | <u>PAT-14</u> |
| Class Code | <u>AA26</u> |
| FLSA Status | <u>Exempt</u> |
| Bargain Unit Elig. | <u>Not Eligible</u> |
| Occupational Group | <u>Court</u> |

PRIMARY PURPOSE:

To preside over a division of the Municipal Court including hearing cases involving City ordinances and rendering decisions regarding such cases.

SUPERVISION:

Under general administrative authority of the Presiding Judge of the Greene County Circuit Court; reports to and receives administrative direction from the Chief Judge of the Municipal Court. Supervises and directs assigned staff such as a Bailiff.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Serves as a judge for the Municipal Court including hearing cases, ruling on admissibility of evidence and testimony, rendering judgments and assessing sentences. Performs legal research.
2. Determines appropriate jurisdiction and instructs jurors, attorneys, and defendants in court procedures.
3. Authorizes bonds and partial payment of fines and issues summons and warrants.
4. Performs jury trials from jury selection to conclusion.
5. 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.
6. Assists in the annual budgeting process for Municipal Court.
7. Enforces the City's and Court's personnel policies and procedures.
8. Acts as an administrative hearing officer with respect to contested cases under Chapter 536 RSMo.
9. 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.

IMPORTANT FUNCTIONS:

1. Attends training and development through various seminars and conferences as well as other professional development activities.

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 caselaw decisions.

Abilities

Evaluate testimony and evidence, analyze and interpret case facts as well as applicable law, and render sound and impartial judgments; make effective and responsible decisions; read a wide variety of legal and other related information, briefs, and reports; prepare comprehensive legal opinions and reports; supervise and direct the work of assigned staff; communicate effectively both verbally and in writing; deal effectively and courteously with city management, government agencies, associates and the general public; present an overall professional image; 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

Holds and grips objects; 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 13, 2012 | GENERAL ORDINANCE NO. 4024 |
| Comments: | Updated Abilities | Date: April 29, 1989 |

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:** _____