



## **Municipal Court Judge Description of Duties**

- Title:** Municipal Court Judge
- Location:** Municipal Court – Civic Center  
*Arraignments Generally Held 1<sup>st</sup> and 2<sup>nd</sup> Wednesday of each month at 5 p.m.*  
*Trials 3<sup>rd</sup> and 4<sup>th</sup> (if needed) Wednesdays of each month*
- Compensation:** \$2,012 per month

### **SUMMARY**

The Municipal Court Judge is appointed for a one-year term and reports to City Council as outlined in the City Charter. Directs and manages all municipal court judicial activities of the City. The Municipal Court Judge presides over all cases arising under the municipal ordinances of the City of Fruita, with full power to adjudicate.

This job description is an overview and is intended to describe the general nature and level of work being performed. It's not intended to be an exhaustive list of all the functions and tasks required of the position.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- ❖ Directs and oversees judicial activities of the Municipal Court.
- ❖ Adjudicates criminal, traffic and non-traffic municipal ordinance violations for both adults and juveniles, including traffic, parking, code enforcement, animal control, drug and alcohol offenses and others.
- ❖ Conducts hearings required to adjudicate cases, including arraignments, motion and pre-trial hearings, jury trials, trials to the Court, contempt hearings, and probation violation hearings.
- ❖ Provides updates to City Council as required.
- ❖ Researches and develops new programs as required.
- ❖ Presides over all probable cause determinations on warrants.
- ❖ Maintains relationships with the City of Fruita Police, Planning, and Administration Departments and various public and private juvenile diversion programs concerning the sentencing and diversion of juvenile offenders.
- ❖ Must interact with others in a positive manner.
- ❖ Requires regular and prompt attendance.

## **SUPERVISORY RESPONSIBILITIES**

There are no supervisory responsibilities associated with this position.

## **QUALIFICATIONS**

### **Education:**

Jurist doctorate from an accredited law school

### **Experience:**

Minimum of five years as a licensed attorney in the State of Colorado

Criminal law or municipal court trial practice preferred

Demonstrated commitment to community involvement and civic engagement is required

### **Licensure/Certification/Registration:**

Law license with the State of Colorado

Valid Colorado Driver's License

## **KNOWLEDGE, SKILLS & ABILITIES**

- ❖ Possess a high degree of ethics and integrity.
- ❖ Possess superior public speaking, written and oral communications ability.
- ❖ Excellent verbal and written communication skills
- ❖ Ability to use good judgment in making decisions
- ❖ Flexibility and the ability to prioritize job responsibilities
- ❖ Good working knowledge of court procedure and evidence, with emphasis on the rules of criminal procedure.
- ❖ Ability to relate to a large cross-section of the general public, ranging from attorneys to citizens
- ❖ Ability to effectively handle a high volume of cases, including motions hearings, trials to the court and jury trials.
- ❖ Ability to give frequent oral advisement or rights to defendants, both in person and on video
- ❖ Ability to develop and maintain an effective working relationship with court staff and other city departments and employees
- ❖ Ability to de-escalate conflict situations
- ❖ Ability to use discretion and make decisions in critical situations
- ❖ Knowledge of city and municipal court policies, procedures and regulations
- ❖ Ability to adapt to changing caseload and regulations for offenders
- ❖ Ability to serve as a positive role model
- ❖ Ability to maintain confidentiality
- ❖ Ability to remain alert and maintain courtroom decorum with a variety of individuals
- ❖ Ability to complete work product in a timely manner despite tight deadlines, constant/frequent interruptions
- ❖ Ability to be a team player and share workload
- ❖ Background and credit check required

## **PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT**

### **PHYSICAL REQUIREMENTS:**

- ❖ Must be able to lift/move files and supplies weighing up to 10 pounds and using assistance when needed.
- ❖ Performs work that requires keyboarding skills
- ❖ Standing, sitting long periods of time at desk; Moving about to and from courtrooms, offices, and other divisions; Bending, stooping to get files.
- ❖ Must be able to hear and respond to all communication from customers, employees, citizens, and others in a courtroom and office setting.

### **MENTAL REQUIREMENTS:**

- ❖ Must have basic addition and subtraction, use computer or calculator to do mathematical calculations of fines and fees
- ❖ Must remember policies, procedures, rules, laws and ordinances and answers to questions that are frequently asked regarding both
- ❖ Must be able to read, write and speak in order to communicate with the general public and court staff.
- ❖ Must be able to author clear, concise, and accurate court orders.
- ❖ Must be able to read court orders, interpreting for defendants and witnesses; read files, memorandums, letters, and other documents pertaining to position.
- ❖ Must be able to effectively communicate policy, procedures, etc., with customers, citizens, attorneys, court staff, etc.
- ❖ Must be able to make decisions in compliance with laws, ordinances, procedures, etc.

### **WORKING ENVIRONMENT**

- ❖ Work is performed in an office and courtroom environment where there is constant interruption and heavy office traffic contributing to elevated noise levels.
- ❖ Work involves dealing with angry citizens and may involve potential for error (i.e., errors affecting an individual's driving record, resulting in false arrest, or errors in cash transactions).
- ❖ Work involves strict deadlines and the need for rigorous attention to detail. Sporadic exposure to physical risk when dealing with the criminal element; may encounter hostile reactions from customers.
- ❖ Work involves frequent contact and demands from staff.

- ❖ Work includes heavy interaction with public and staff, communicating policy, laws, orders, procedures, etc.
- ❖ Work involves working in multiple projects simultaneously and usually under strict legal guidelines.
- ❖ Works under established policies and procedures.
- ❖ Work involves threat of physical violence and potential negative public reaction.
- ❖ Occasional work required outside normal business hours.