



Municipal Court Judge

Performs professional judicial duties as the Municipal Court Judge for the municipal courts of Manor (the Manor Municipal Court Branch). 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. This position shall be authorized by a majority of council and appointed by the City Manager. The Municipal Judge is responsible for the supervision and management of the court. The judge shall be compensated as recommended by the City Manager and approved by the City Council.

Reports to:

City Manager

Salary:

Exempt:

Yes

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 Manor.
- Review and/or deny requests for continuances.
- Determine innocence or culpability (when hearing cases without a jury) and levies fine 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/or sign complaints, summons, subpoenas, affidavits for search and arrest warrants, appeal bonds, etc.
- Support court activities with Municipal Court Clerk, 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, dangerous dog, etc.).

- Issue warrants, summons, magistrate warnings, etc.
- Collaborate with the City Manager, City Council and applicable city departments to ensure policies, ordinances and orders are within the parameter of state law but also consistent with the values of the community and needs of the departments.
- Collaborate with the City Manager and City Council to establish judge specific performance benchmarks regarding the effectiveness and productivity of the court.
- Support the relationship between the City of Manor and the general public by demonstrating courteous and cooperative behavior when interacting with visitors and City staff; maintain confidentiality of work-related issues and City information; perform other duties as required or assigned.

Qualification Requirements:

- Knowledge of ordinances, statutes and court decisions relating to Municipal Court jurisdictions
- 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 Manor.
- Communicate clearly and concisely both orally and written.
- Operate a computer, software and other office equipment.

Education/Experience Required:

- Valid license as an attorney issued by the Supreme Court of the State of Texas, and a member in good standing of the State Bar of Texas
- Experience in the practice of law with two (2) or more years in this state.
- Preferred experience as a Municipal Court Judge and TMCEC Certified Judges Education.
- Preferred bi-lingual abilities.

Other Requirements:

- Valid Texas 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 meet the minimum mandatory continuing education requirements for Municipal Court Judges as established by the Texas Court of Criminal Appeals.
- Must submit to and pass a pre-employment drug test and criminal background check.
- Must be a resident of this state.

Supervisory Responsibilities:

No

Working Conditions:

- Work is confined mainly to climate controlled office with minimal exposure to outdoor weather conditions
- May include flexible hours, including week-ends, holidays and some after-hours work or overtime work in response to emergencies.
- Stressful situations are inherent to this position.
- Work may occasionally require travel, including over-night stays, involving training and conducting City business.

Physical Requirements:

- Must be able to sit or stand for long periods answering phones, performing keyboarding, computer work, filing, copying and other administrative work.
- Must possess general manual dexterity to operate computer, office machines, perform filing or other office functions; and reach with hands or arms.
- Must be able to move about office, bend or stoop, retrieve files, lift books or other materials, use step-stools and step-ladders to store and retrieve items of various sizes, shapes and forms weighing up to 30 pounds.
- Must be able to handle stressful situations.
- Must possess mental acuity for attention to accuracy and detail.
- Must see in the normal visual range with or without correction.
- Must hear in the normal audio range with or without correction.
- Regular and predictable attendance and punctuality are required.

Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time.

This description reflects management’s assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.

This job description is subject to change at any time.

City of Manor is committed to compliance with the American Disabilities Act & Accommodations Act. If you require reasonable accommodation during the application process or have a question regarding an essential job function, please contact the Human Resources Department at (512) 272-5555.

The City of Manor is an Equal Opportunity Employer

Employee Name: _____ Date: _____

HR Coordinator: _____ Date: _____