



JOB DESCRIPTION

ORGANIZATION: City of Lebanon
DEPARTMENT: Municipal Court

LOCATION: Lebanon, OR
DATE: March 2010

JOB TITLE: Municipal Court Judge

JOB STATUS: Contract

PURPOSE OF POSITION: This is advanced professional and supervisory work rendering legal decisions and administering the Municipal Court. *NOTE:* The Municipal Judge's position description is defined by City Charter. This position is unclassified and subject to change or modification at the discretion of the City Council.

ESSENTIAL JOB FUNCTIONS/DUTIES & RESPONSIBILITIES: *The duties listed are intended only as illustrative examples of the various types of work that may be performed by individuals in this classification. Any of the following duties may be performed. These examples are not necessarily performed by all incumbents and do not include all specific essential functions and responsibilities the incumbent may be expected to perform.*

1. Maintains regular job attendance and adherence to working hours.
2. Operates a motor vehicle safely and legally.
3. Provides advice and training to support staff as needed.
4. Administers the City's Municipal Court as required by law and Supreme Court rule; reviews monthly and annual reports.
5. Conducts trials, hearings & arraignments; makes findings of guilty or not guilty, determines punishment, and conducts arraignments.
6. Oversees the work of pro-tem judges.
7. Keeps abreast of changes in City ordinances or those stemming from higher court decisions.
8. Performs related work as needed.
9. Maintain proficiency by attending conferences and meetings, reviewing reports, reading professional journals, and meeting with others in area served.
10. Maintain work areas in a clean and orderly manner.

MANDATORY REQUIREMENTS:**Education & Experience:**

1. Graduation from an accredited law school.
2. Minimum three years of experience practicing law.
3. Excellent work history and attendance.
4. Possession of a valid Oregon license to practice law.
5. Should hold no other City office and shall not serve as municipal judge after reaching 75th birthday.

Licenses & Certificates:

1. Must be duly licensed attorney of the State of Oregon for a minimum of three years prior to selection.
2. Maintain and possess a Criminal Justice Information Services (CJIS) security clearance.
3. Must be an Oregon resident for minimum of two years prior to selection.

DESIRABLE QUALIFICATIONS: None

KNOWLEDGE, SKILLS, AND ABILITIES: The qualities below reflect the working dynamic of the position.

Knowledge of:

1. Principles, practices, and techniques of public administration, City government, Municipal Court policies and procedures.
2. Common personnel policies.
3. Principles and practices of management and supervision.
4. Principles of Municipal Court administration.
5. Reporting and disclosure requirements of government entities.
6. The principles and practices of the legal profession.
7. Court procedures and practices.
8. Legal procedures involved in courtroom presentations.

Skill in:

1. Supervising personnel, including training, assigning, and reviewing work.
2. Planning, coordinating, and directing the operations of the Municipal Court Department to achieve established goals and maximize efficiency.
3. Implementing work methods and procedures which promote a safe working environment and ensuring proper staff training in work safety.
4. Interpreting, understanding, and applying technical reports, statutes, rules, and regulations.
5. Evaluating work priorities, procedures, and processes to determine their effectiveness and efficiency.
6. Developing and implementing recommendations regarding work procedures and cost effective services.
7. Providing outstanding customer satisfaction (internally and externally).
8. Use of Microsoft Office and applicable specialized software.

Ability to:

1. Work independently without direct supervision.
2. Communicate orally and in writing in a clear and concise manner.
3. Represent the City positively and effectively in meetings.
4. Establish and maintain effective working relationships with those contacted in the course of work.
5. Negotiate effective solutions to complex problems.
6. To render legal decisions and to assess penalties in a fair and impartial manner.
7. To oversee and conduct courtroom proceedings.

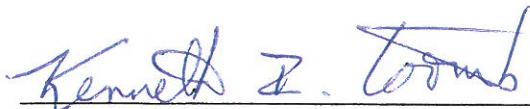
PHYSICAL DEMANDS OF POSITION:

1. While performing the duties of this position, the employee is frequently required to sit, communicate, reach, and manipulate objects, tools or controls.
2. The position requires mobility. Duties involve moving materials weighing up to 10 pounds and infrequently weighing up to 25 pounds.
3. Character and flow of work involve coordination of manual dexterity less than 50% of the work period.

WORKING CONDITIONS: Usual office working conditions. The noise level in the work environment is typical of most office environments.

SUPERVISORY RESPONSIBILITIES: Supervision is exercised over the Municipal Court Staff in conjunction with the Office Manager/Executive Assistant.

SUPERVISION RECEIVED: Works under the executive direction of the Mayor and City Council.



Approved by Mayor

July 2010