

CITY OF SAN MARCOS

JOB DESCRIPTION

Job Title: Associate Municipal Court Judge

Department: Municipal Court

Salary Grade: Appointee

Schedule: Varies**

FLSA Status: Exempt (Part-Time)

Date: January 10, 2022

**Work schedule is as needed for leave coverage when the presiding judge is unavailable. Scheduled as needed

JOB SUMMARY

Fills in for Municipal Court Judge as needed. Presides over court proceedings and also serves as a magistrate.

ESSENTIAL FUNCTIONS

1. Adjudicates cases filed in the Municipal Court:
 - Oversees various types of court proceedings including hearings, trials, pleadings, discovery motions, and dismissals.
 - Conducts jury and bench trials, arraignment, plea, show cause, juvenile, attorney, pretrial, parking and other specialty dockets.
 - Reviews appropriate laws, and renders legal decisions in all matters pending before the court.
 - Issues warrants and/or other court orders necessary to enforce judgments.
2. Performs magistrate duties to assist law enforcement, code enforcement, and animal control.

DECISION MAKING

- Must demonstrate the ability to fairly and appropriately administer justice in all cases filed with the Court and during the magistrate process.

MINIMUM REQUIREMENTS

- Juris Doctorate's Degree is required.
- Must be a member in good standing with the State Bar of Texas for a minimum of five (5) years prior to appointment.
- Must possess a valid Texas Driver's License with an acceptable driving record.

JOB DIMENSIONS

- Must be able to interpret and apply laws, regulations, codes, and municipal ordinances.
- Effective verbal and written communication skills are required; must be able to maintain positive working relationships with city officials and departments, outside agencies, legal and law enforcement personnel, vendors, and the general public.

TECHNOLOGY REQUIREMENTS

Must be able to operate a laptop and desktop computers, using both printer and scanner capabilities on designated office machinery.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Physical requirements include lifting up to 10 pounds rarely. Subject to sitting, handling, fine dexterity, vision, hearing and talking constantly; standing, walking, lifting, carrying, reaching, bending and foot controls rarely.

The job description is not an employment agreement or contract. The activities listed above describe the general nature and level of work being performed, and do not limit any additionally assigned responsibilities and may be altered as deemed necessary by the City of San Marcos.