

**CITY OF OVERLAND PARK
POSITION DESCRIPTION**

TITLE:	Municipal Court Judge	BAND/LEVEL:	NA
DEPARTMENT:	Municipal Court	JOB NO:	1805
DIVISION:		DATE:	10/3/11
REPORTS TO:	Governing Body	FLSA STATUS:	E
FULL-TIME: XX _____	PART-TIME: _____	TEMPORARY: _____	COST CENTER: 131

REPLACES: Municipal Court Judge **DATE:** 12/15/10

JOB SUMMARY STATEMENT:

Serves as judge of courtroom proceedings. Ensures that all persons charged with the violation of municipal ordinances are treated fairly, equitably and in a manner consistent with constitutional principles. Arraigns persons, sets bonds, hears motions, appoints attorneys to counsel defendants, and advises defendants of charges against them. Hears and determines violation charges, commits persons to jail, assesses fines, determines probation/parole and termination of same. Reviews files of those who did not appear in court and determines disposition. Conducts special projects as time allows and as desired. Serves as presiding judge during his/her absence as assigned.

DUTIES AND RESPONSIBILITIES:

1. Conducts courtroom proceedings of persons charged with violating municipal ordinances. Arraigns accused persons, advises persons of charges pending against them, possible penalties thereof, and their constitutional rights. Appoints counsel to represent defendants. Hears and determines violations and assesses penalties, if guilty. Commits persons to jail, assesses fines, and determines probation/parole status. Sets bonds, hears motions and writes legal opinions.
2. Reviews case files of all persons who did not appear in court. Determines whether warrants will be issued and sets bond amounts. Signs warrants, reviews requests for dismissals from prosecutors. Reviews and acts on requests for continuances. Enters appropriate enforcement orders.
3. Presides as Administrative Hearing officer in non-criminal matters as required by ordinance
4. Provides rotating on-call coverage of the court on weekends and holidays. Conducts custody hearing by video or in person.
5. Conducts special projects involving the administration of the court. Compiles and analyzes data and makes recommendations to improve procedures.
6. Serves as presiding judge during his/her absence as assigned.

The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.

The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

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GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

Completion of a juris doctorate in law. Admittance to the bar of the State of Kansas. Completion of 12 hours of continuing legal education credits per year.

EXPERIENCE:

Minimum of five years' experience in the active practice of law as a lawyer, judge of a court of record or any court in the state or as a full-time teacher of law in any accredited law school or any combination thereof.

OTHER QUALIFICATIONS:

1. Be a citizen of the United States and resident of the City of Overland Park, Kansas during their term of office.
2. As a full-time judge, not practice law during their term of office as required by Rules of Judicial Conduct.
3. As a part-time judge, make a sufficient time commitment to being a part-time Municipal Court Judge to ensure the efficient and proper operation of the court and not engage in the practice of law as a criminal defense attorney or prosecutor in any municipal court during their term of office.
4. Possess high personal, moral and professional integrity befitting the position of Municipal Court Judge.

SKILLS:

1. Excellent oral and written communication skills.
2. Good listening skills.
3. Group presentation skills.
4. Lawful interviewing skills.
5. Analytical skills.

MENTAL REQUIREMENTS:

1. Ability to read and comprehend city ordinances, state statutes and federal laws.
2. Ability to apply courtroom rules and state and city laws impartially and fairly.
3. Ability to analyze complex cases and apply ordinances, statutes and laws.
4. Diplomacy and judgement.
5. Good listening skills.
6. Ability to work under distracting conditions.
7. Abstract and logical reasoning.
8. Patience.
9. Concentration.
10. Good memory skills.
11. Sound judgement.
12. Ability to recognize and protect confidential information.
13. Ability to make independent decisions.
14. Ability to meet specific time deadlines.
15. Ability to work with officials from law enforcement agencies, city departments, state agencies, defense attorneys, and other community agencies.

PHYSICAL REQUIREMENTS:

1. Ability to view evidence presented and determine demeanor of witnesses.
2. Ability to sit and be attentive for extended periods of time.
3. Ability to speak clearly and distinctly in a courtroom.
4. Ability to communicate effectively on telephone.
5. Hand and eye coordination adequate to input computer.
6. Visual stamina and acuity adequate to review alpha/numeric data.

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

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Indirect supervision of all court personnel.

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.