

## CITY OF OVERLAND PARK POSITION DESCRIPTION

<b>TITLE:</b>	Presiding Judge	<b>BAND/LEVEL:</b>	NA
<b>DEPARTMENT:</b>	Municipal Court	<b>JOB NO:</b>	1900
<b>DIVISION:</b>		<b>DATE:</b>	12/16/2012
<b>REPORTS TO:</b>	Governing Body	<b>FLSA STATUS:</b>	EX
<b>FULL-TIME:</b> XX	<b>PART-TIME:</b> _____	<b>TEMPORARY:</b> _____	<b>COST CENTER:</b> 131

**REPLACES:** Presiding Judge

**DATE:** 10/3/2011

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### **JOB SUMMARY STATEMENT:**

Serves as presiding judge of the Overland Park Municipal Court. 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 diversion/probation/parole and termination of same. Reviews files of those who did not appear in court and determines disposition-

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### **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 diversion/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 for how much. Signs warrants, reviews requests for dismissals from prosecutors. Reviews requests for continuances and acts on same. Enters appropriate enforcement orders. Clarifies orders and answers questions on rulings for clerks.
3. Authorizes motions to revoke or impose sentences; reviews and responds to defendant correspondence; processes on-line plea and pay cases; and reviews and authorizes cases for diversion and probation closeout.
4. Establishes Court Dockets; identifies and appoints Pro Tempore Judges; and interprets legislative changes affecting the court.
5. Decides procedures for collecting debt; reviews and updates fixed fine schedule and bond schedule; and approves bonding companies for use by defendants.
6. Presides as Administrative Hearing officer in non-criminal matters as required by ordinance.
7. Provides rotating on-call coverage of the court on weekends and holidays. Conducts custody hearings by video or in person.
8. Presents annual report on court activities to the FAED committee of the Overland Park City Council. -

The employee must work the days and hours necessary to perform all assigned responsibilities and tasks-

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**

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#### **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.

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**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. Possess high personal, moral and professional integrity befitting the position of Municipal Court Judge.
4. Have demonstrated skills in working with employees, and other groups participating in the Municipal Court.
5. Have leadership qualities necessary to enhance the public image and professional stature of the Municipal Court.

**SKILLS:**

1. Excellent oral and written communication skills.
2. Good listening skills.
3. Group presentation skills.
4. Ability to work in environment with constant interruptions.
5. Lawful interviewing skills.
6. Analytical skills.
7. Basic math and accounting skills.

**MENTAL REQUIREMENTS:**

1. Ability to read and comprehend city ordinances, state statutes and federal laws.
2. Ability to apply courtroom rules 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.
16. Ability to train and guide others.
17. Good organizational skills.

**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. Ability to speak to a group for an extended period of time.

**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.**