

City of Gardner Position Description

MUNICIPAL COURT JUDGE

Position Title: Municipal Court Judge
Department: Municipal Court
Reports To: Business Services Manager
Salary Range:
FLSA Status: Exempt (not eligible for overtime pay)
Last Update: October 10, 2024

Job Summary: The Municipal Court Judge is a Mayoral appointment with the consent of the city council. The Municipal Court Judge serves at the pleasure of the Mayor and City Council. This position performs professional judicial duties as the Municipal Court Judge for the municipal courts of the City of Gardner, KS. 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.

Job Scope: The Municipal Court Judge will hear cases involving violations of city laws or ordinances. Municipal Court Judge duties also include establishing fair fines and court cost. Duties require the exercise of extensive independent judgment and candidates must possess sound judgment, be hard working, and have the legal ability and organizational skills to manage the court docket case load.

Essential Duties and Responsibilities:

- 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 and impose appropriate penalties upon conviction
- Possess a sense of fairness and exhibits respect towards all persons in court proceedings
- Communicate clearly and concisely both orally and in writing
- Operate a computer, software and other office equipment
- Preside over nonjury trials, pre-trial conferences, and other cases appropriately before the Municipal Court
- Schedule regular Court dates to provide prompt, swift, and fair administration of justice.
- Maintain a central docket of all cases filed in Municipal Court
- Review and/or deny requests for continuance
- Review legislation and current case law affecting the Municipal Court and implement procedures to ensure compliance
- Perform legal research as needed
- Responsible for reviewing Court paperwork, determining proper course of action and signing all documents
- Conduct hearings pursuant to City Ordinance and State Statute
- Issues warrants, and summons
- Performs other related duties as appropriate

Education, Certification and Experience Requirements:

Education & Certifications:

REQUIRED EXPERIENCE AND TRAINING • Must be a U.S. citizen; • Two or more years of experience as a practicing attorney in the State of Kansas; • Graduation from an accredited school of law with a Juris Doctorate; and • A valid license to practice law in the State of Kansas and membership in good standing with the Kansas Bar.

Experience:

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- Prior experience in municipal court preferred

Skills, Knowledge and Abilities:

- principles of criminal law, particularly working knowledge of ordinances, statutes, charter provisions, state law and court decisions relating to Municipal Court jurisdictions
- judicial procedure and rules of evidence as well as the organization, duties, powers, limitations and authority of the Municipal Court
- Ability to:
 - remain in good standing as duly licensed attorney authorized to practice law in the State of Kansas
 - analyze evidence, apply existing laws impartially and render prompt, equitable verdicts
 - possess a sense of fairness and exhibit respect towards all persons in court proceedings
 - communicate clearly and concisely both orally and in writing
 - communicate professionally and effectively with the City Mayor and other City staff
 - understand the ethical standards expected of a local government official
- Skill in:
 - working with municipal law, and state law
 - operation of office computer, software and other office equipment

Tools and Equipment Used:

Network computer system operating court administration software; office computer; operating word processing, spreadsheet and database software; telephone; and copier.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk and hear. The employee is frequently required to walk; use hands to operate, finger, handle or feel objects, tools, or controls; and reach with hands and arms. Specific vision abilities required by this job include close vision and the ability to focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee normally works within an office environment. The noise level is usually moderately quiet.

Selection Guidelines:

Formal application, rating of education and experience; and successful completion of oral interview; reference check; physical and drug screen; and background checks are required. Job related tests including assessments may be required.

The City of Gardner is an equal opportunity employer. Any applicant/employee with a disability as defined in the Americans with Disabilities Act may request an accommodation to perform the functions of this position. Requests should be directed to the immediate supervisor.

The duties listed above are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.