

CITY OF KINGMAN, ARIZONA
POSITION DESCRIPTION

CLASS TITLE: **Associate City Magistrate**

BAND	SALARY GRADE	
	221	
DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
COURT	City Magistrate	Exempt
REVISION DATE: July 2006		

GENERAL PURPOSE

A judicial officer adjudicating misdemeanor cases, civil traffic violations, city ordinances and juvenile offenses to include: traffic, alcohol, curfew, truancy, possession of firearms, graffiti, tobacco and any city ordinance.

SUPERVISION RECEIVED

Work is performed independently and in accordance with the rules, regulations and policies of the Mayor and Common Council and in accordance with Arizona Revised Statutes, Arizona Rules of Court and Mohave County Superior Court and Supreme Court Administrative Orders.

SUPERVISION EXERCISED

None

ESSENTIAL DUTIES AND RESPONSIBILITIES

Adjudicating all complaints that are filed and within the jurisdiction of the Court.

Any other judicial duties as determined by the Presiding Judge of the Municipal Court

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from high school
- (B) Supplemental college courses in some branch of social science or public law
- (C) Familiarity with local city ordinances and Arizona criminal codes and laws relating to juveniles

Necessary Knowledge, Skills and Abilities:

- (A) Ability to maintain a fair and impartial attitude
- (B) Ability to uphold the integrity of the Court

SPECIAL REQUIREMENTS

- (A) Must complete 16 hours continuing judicial education each calendar year

- (B) Must pass pre-employment drug screen
- (C) Must pass pre-employment background check
- (C) Must have Arizona drivers license

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 meet these physical demands. Specific vision abilities required by this job include close vision and the ability to adjust focuses.

WORK ENVIRONMENT

Contact with the general public can be stressful and requires considerable tact and diplomacy when resolving problems related to court business. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderately quiet.

SELECTION GUIDELINES

Formal resume, rating of education and experience; oral interview and reference check.

The duties listed above are intended only as illustrations of the various types of work that may be 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 employee and is subject to change by the employer as the needs of the employer and requirements of the job change.