



City of Kingman
 310 N. Fourth Street, Kingman, AZ

Classification:	City Magistrate				
Department:	Court				
Accountable To:	Mayor and Council				
Created/Revised Date:	March 2015	Band:	D	EEO4	1
FLSA Status:	Exempt	Salary Grade:	Contract		

General Description of Position:

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, any city ordinance and issues protective orders.

Distinguishing Characteristics:

Work is performed in accordance with the provisions of applicable laws and ordinances and is subject to a review by a higher court.

Supervision Received:

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

Supervision Exercised:

Supervises the administration of the judicial and internal administrative functions of the municipal court including determining judicial assignments for each judge and, within guidelines established by City Council, establishing and maintaining standard working hours and times to effectively discharge those assignments; supervising judges and judicial and non-judicial staffs who directly affect the operation of the court; and delegating duties and responsibilities to judges, judicial and non-judicial personnel as necessary. Exercise such other administrative authority as necessary to maintain and enhance the ability of the court to do justice for all who come before the Court.

Essential Duties and Responsibilities: Essential Functions are not intended to be an exhaustive list of all responsibilities, duties and skills. They are intended to be accurate summaries of what the job classification involves and what is required to perform it.

- Adjudicating all complaints that are filed and within the jurisdiction of the Court.
- Perform administrative duties as delegated by the presiding judge of the county and the Arizona Supreme Court.
- Prepares the annual budget request for the court and directs and controls expenditures.
- Supervises and directs the activities of court staff, including assigning caseloads, counseling in procedural matters, and evaluating performance. Hears and disposes of cases, including determining fines, setting bail, and issuing orders regarding the disposition of arrested persons; and determining sentences to be imposed. Analyzes evidence and data presented in court and applies existing law. Conducts legal research to determine applicable laws to a given set of circumstances. Responsible for overseeing the development and administration of department budget.
- Establish docketing, calendaring and case management policies and procedures.
- Establish automation systems with the assistance and concurrence of the presiding judge of the county.
- Approves bonds and signs criminal warrants and other legal documents. Enters legal decisions into the court file. Establish bond schedules in coordination with the justices of the peace in the county and with the assistance of the presiding judge in the county.
- Shall comply with statistical reporting, jury management and records management policies and procedures established by the Supreme Court.
- Establish guidelines for determination of indigency for the purpose of appointing a public defender.
- Conveys legal opinions to defendants, attorneys, and City Court staff. Elicits pertinent information and confines witnesses and litigants to relevant issues. Discusses the social implications of offenses with defendants. Confers with attorneys. Gives information on citizens' rights, and court procedures and policies. Responds to inquiries from the Mayor, City Council, and other public officials. Communicates with subordinates, other City employees, attorneys, representatives from other agencies, and the general public to establish and maintain effective working relationships.
- Regular attendance is an essential function of this job to ensure continuity.
- May occasionally require some work on evenings, weekends, holidays.

Peripheral Duties:

- Presiding municipal court judges may establish court security policies and procedures to provide a safe work environment for judicial employees, litigants and users of the court. Court security may include procedures, technology, security personnel or architectural features needed to provide a safe work environment. The presiding



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judge may also prohibit or regulate the possession of weapons or potential weapons in an area assigned to or controlled by the court.

Desired Minimum Qualifications:

Education and Experience:

- Juris Doctorate degree from an accredited law school and Arizona State Bar membership in good standing;
- Five (5) years of judicial or related experience;
- Or, any equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

Knowledge:

- Rules of judicial conduct, Arizona rule of court and criminal law, traffic offenses, laws relating to juveniles, Kingman City ordinances, and related laws and regulations applicable to a city court; city court procedures and operational practices; various correctional methods and their successes; and underlying social factors involved in cases coming before the court. Leadership and management theories and principles.

Skills:

- Presiding over courtroom hearings; listening and determining facts, making decisions; and interpreting laws and applying them; effective written and oral communication.

Abilities:

- Ability to establish effective working relationships with the public, the City Council, the City Staff and the presiding judge of the county; to maintain a fair and impartial attitude; uphold the integrity of the Court. Supervise and direct activities of staff; hear and dispose of cases; analyze evidence and data presented in court and apply existing law; review and supervise maintenance of trial docket; prepare and administer court budget; represent City Court at meetings within City and with other agencies.

Special Requirements/License/Certifications:

- Admission to the Arizona State Bar Association.
- Must complete 16 hours continuing education each calendar year as approved by the Committee on Judicial Education and Training (COJET). Before assuming office, or within the first twelve months of assuming office, a new judge shall complete a new judge orientation program as approved by COJET.
- Must possess valid Arizona Driver's License.

Work Environment:

The work environment characteristics attached to the job description 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.

Expected Behavior/Quality of Service:

Excellence is the responsibility of everyone at the City of Kingman. We lead by our core values in constant pursuit of excellence:

- **Commitment** – Dedicate oneself to consistent and excellent public service
- **Innovation** – Implement unique, creative and cost-effective solutions.
- **Communication** – Communicate in a positive, honest and productive manner
- **Integrity** – Adherence to high ethical standards, doing the right thing when no one is watching
- **Diversity** – Promote inclusiveness and impartiality throughout the organization
- **Personal Responsibility** – Take initiative to achieve excellence and accept accountability, uphold confidentiality, know when to report indiscretions and inappropriate actions even when it may be uncomfortable to do so, take responsibility for your work environment.
- **Respect** – Demonstrate a high regard for others, support each other, don't participate in gossip
- **Teamwork** – Promote and encourage cooperative efforts, open communication and trust, encourage positive feedback.

All City employees are expected to conduct themselves consistent and in support with the above values.

Selection Guidelines:

Submittal/review of employment applications, screening/rating of application in relation of training and experience to job description and overall presentation and job history/stability, oral interview, reference and background check. Supplemental job related tests may be required.



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Disclaimer

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the position changes.

Employee Sign-Off: I have read through the job description and have a good understanding of the requirements for my performance in this position and find it to be an accurate description of the demands of this position. I acknowledge it is incumbent upon me to seek clarification from my supervisor/manager for any questions I may have regarding the requirement/responsibilities of my position. I also acknowledge that I can fulfill the essential functions of my position. Should I need to seek reasonable accommodations, I acknowledge I will contact my supervisor/manager or Human Resources to pursue options.

Employee Signature:

Date:

Employee Name (Printed):