

**TOWN OF GILBERT
CLASS SPECIFICATION**

Judge

<u>CLASS SERIES</u>	<u>BAND/GRADE/SUBGRADE</u>	<u>FLSA STATUS</u>
Court Services	Appointed	Exempt

CLASS SUMMARY:

This is a stand-alone appointed classification in the Court Services series. Incumbents preside over criminal and civil court proceedings and issue legally binding rulings and directives. Responsibilities include: issuing legal orders; analyze pleadings from Attorneys and rendering decisions based on law, rules and evidence; and, conducting legal research.

ESSENTIAL DUTIES:

This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.

PERCENT OF TIME

Actively participates and accomplishes organizational, departmental and workgroup goals and objectives.	Daily 100%
Exhibits a service orientation toward internal and external customers and maintains productive working relationships.	Daily 100%
Presides over legal proceedings in the municipal court including, but not limited to: arraignments, initial appearances, trials (both court and jury trials), pretrial conferences, probation violation arraignments and hearings, orders to show cause, sentencing, sentence review hearings, hearings to modify release conditions or probationary terms, and/or other applicable legal proceedings.	Daily 40%
Advises defendants of their rights. Assigns attorney if appropriate. Reads and analyzes legal documents and supporting documentation for each proceeding. Determines admissible evidence. Oversees jury selection and provides instructions to jurors. Administers oaths, listens to arguments and pleas, maintains order and ensures court operations comply with legal and ethical rules.	Daily 20%
Reviews and analyzes evidence and pleadings, applies applicable rules, statutes, ordinances and laws and makes final decision/ruling on proceedings, motions and appeals. Renders verdicts or receives and pronounces jury's verdict. Determines sentences.	Daily 10%
Enters all actions in case management system. Issues written decisions in response to written motions filed with the court including petitions for search warrants, subpoenas, and evidentiary motions. As required, determines if corrections are needed and amends orders after courtroom proceedings.	Daily 10%

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Manages case timelines and determines whether to grant delays or expedite matters based on attorneys and rules of procedure.	Daily 10%
Performs other duties of a similar nature and level as assigned.	As Required

TRAINING AND EXPERIENCE:

Juris Doctorate and two years of related experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

LICENSING/CERTIFICATIONS:

- Valid Arizona Driver’s License
- Admission to the Arizona State Bar Association and membership in good standing.

KNOWLEDGE OF:

- Applicable Federal, state and local laws, statutes, ordinances, rules and codes;
- Rules of criminal procedure, judicial ethics and rules of evidence;
- Judicial case law;
- Rules of judicial conduct;
- Court policies and procedures;
- Automated case management systems;
- Modern office equipment.

SKILL IN:

- Utilizing a computer and relevant software applications;
- Analyzing and quickly responding to situations;
- Speaking in public;
- Maintaining organization;
- Listening;
- Resolving conflict;
- Making sound decisions;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

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ADA AND OTHER REQUIREMENTS:

Positions in this class typically require: reaching, standing, pushing, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Incumbents may be subjected to chemicals, oils, blood and other bodily fluids, environmental conditions such as disruptive people, imminent danger, and threatening environment.

WORKING TITLES WITHIN CLASS SPECIFICATION:

Municipal Judge
Presiding Judge
Pro Tem Judge

NOTE:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

CLASS HISTORY INFORMATION:

*Draft prepared by Fox Lawson & Associates LLC (BS)
Date: (10/12)*

*Draft finalized by Gilbert Human Resources (TT)
Date: (05/13)*