



City of Irving Job Description

Municipal Court Judge

FLSA Status:	EXEMPT	Job Department:	Municipal Court
Job Code:	29061	Reports To (Job Title):	Mayor/City Council

PURPOSE

To coordinate, oversee, and direct the judicial functions of the Irving Municipal Court; lead and perform professional judicial duties in the interpretation, application, and enforcement of local ordinances and applicable State laws; preside at a variety of trials, hearings, and other judicial proceedings; and administer justice fairly and impartially in accordance with all applicable Municipal, State, and Federal laws.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.*

- Perform all duties and responsibilities of the Municipal Court Judge, which includes presiding at non-jury trials and jury trials often involving unsettled and/or agitated defendants, arraigning adult and juvenile defendants and accepting pleas and entering judgments, presiding at stolen property disposition hearings to issue orders and award the stolen property, and dangerous animal hearings.
- Supervise and control the operation of clerical functions of the administrative department of the court and personnel during court proceedings.
- Make indigency determinations.
- Review and decide whether to grant or deny requests for continuances for court appearances, deferred disposition, defensive driving, time served, and other dispositions.
- Review and authorize the issuance of search warrants and arrest warrants. Must be available 24/7, 365 days per year in order to review time-sensitive warrants.
- Must be available to perform mandatory initial appearance and jail arraignment hearings (arrestee jail warnings) twice daily during normal work weeks, and a minimum of once per day on weekends and holidays to comply with statutory time limitations to legally do so, 24/7, 365 days per year at the Irving Jail.
- Must be available to perform statutory Juvenile Warnings 24/7, 365 days per year to comport with critical time constraints requiring that juveniles be formally warned of their rights within six (6) hours of arrest.
- Conduct hearings for Magistrate's Orders for Emergency Protection on an on-call 24/7, 365 days per year basis.
- Review and issue, as needed, Ignition Interlock Device Orders for defendants charged with intoxication-related offenses during Jail initial appearance hearings.
- Conduct Ignition Interlock Device Order Compliance docket for non-compliant defendants to enforce compliance.
- Assist in developing and administering the portion of the annual budget allocated for the performance of judicial duties.
- Review and sign complaints, summons, subpoenas, arrest warrants, and adult diversion.
- Coordinate with the Court Director and Chief Marshall on matters of facility security and Courtroom operations.

- Educate the public on issues regarding traffic safety and the role of the municipal court.
- Preside over Family Intervention Program (FIP) hearings.
- Perform related administrative duties as assigned.

OTHER DUTIES AND RESPONSIBILITIES

- Assist in administration of juvenile alternative disposition and diversionary initiatives, including:
 - Juvenile Case Manager Program to promote personal responsibility and accountability in adjudicated and non-adjudicated juveniles through case management, service referrals, and community engagement.
 - In-house taught National Safety Council Alive@25 Young Drivers Program
 - The Irving Teen Court Program, and Juvenile Intervention Program.
 - The Irving Family Intervention Program.
 - Partnerships with Irving Public Library Library Mentors Program and Read While U Wait literacy program.
 - Partnership with Mothers Against Drunk Driving Victim Impact Panel.
 - Partnership with Dallas Challenge, Inc.'s Theft Intervention Program.
 - Partnership with Irving ISD's Achievers Program, a school diversionary program.
 - Partnership with Dallas Challenge, Inc.'s Lasting Connection's Program, a drug awareness program.
- Perform legal research and attends judicial education seminars mandated by State law.
- In accordance with the Code of Judicial Conduct, advocates on improvement of the law, including proposing legislative changes.

SUPERVISORY RESPONSIBILITIES

Functional and Technical Supervision - Regular responsibility for giving direction and guidance to employees as a lead worker, project manager or internal advisor. As an ongoing part of the position, the employee can expect to supervise a substantial number of employees at the Municipal Court.

FINANCIAL / BUDGETARY RESPONSIBILITY

Coordinates with the Court Services Director in establishing the budgetary needs relevant for judiciary operations during the fiscal year.

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill, and/or ability required.*

EDUCATION

- Juris Doctor degree from an accredited law school is required by state law.

EXPERIENCE

- At least three (3) years of combined experience as a Judge or prosecutor in Municipal Government.

CERTIFICATES, LICENSES, REGISTRATIONS

- Membership in the State Bar of Texas.

KNOWLEDGE OF

- Customer and Personal Service: Principles and processes for providing customer and personal services including the desire to help customers regardless of their circumstances, and an ability to patiently assist customers who have diverse needs.
- English Language: The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Government Policy: Policies, operations, processes, procedures, and limitations at the local, state, and national levels.
- Law and Government: Laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- Legal Research: Resources and techniques, including electronic research tools.
- Mathematics: The operations and interrelationships of numbers, including arithmetic, algebra, and statistics.
- Psychology: Human behavior and performance; individual differences in ability, personality, and interest; and learning and motivation.
- Rules of Procedure: Prescribed guide for conduct and/or action relating to the series of steps followed in a regular definite order within the judicial system.

SKILLS AND ABILITIES IN

- Active Listening under Duress: Listening to what others are saying and asking questions as appropriate and dealing with agitated and sometimes hostile defendants.
- Complex Problem Solving: Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Computer Software: Preparing documents in MS Word, Excel, PowerPoint, Outlook 2000, and/or using Incode and Onbase for legal research purposes.
- Crisis Management: defusing potentially volatile situations.
- Goal-oriented Crisis Communication: Effectively structuring questioning, answering, and listening interactions with clients to determine their needs in urgent situations.
- Information Gathering: Knowing how to find information and identifying essential information.
- Information Organization: Finding ways to structure or classify multiple pieces of information.
- Judgment and Decision Making: Weighing the relative costs / benefits of a potential action.
- Negotiation: Bringing others together and trying to reconcile differences.
- Judicial Organization: Monitoring court dockets and setting judges' schedules.
- Persuasion: Convincing others to approach things differently.
- Tailored Written Expression: Effectively communicating information and ideas in writing so others will understand, taking into account the needs of the audience.
- Deductive Reasoning: Applying general rules to specific problems to come up with logical answers. This involves deciding if an answer makes sense or provides a logical explanation for why a series of seemingly unrelated events occur together.
- Inductive Reasoning: Combining separate pieces of information or specific answers to problems to form general rules or conclusions. This includes coming up with a logical explanation for why a series of seemingly unrelated events occur together.

- Legal Research and Application: Interpreting laws correctly and then applying them fairly and appropriately: legal research and application.
- Oral Comprehension under Duress: Listening to and understanding information and ideas presented through spoken words and sentences, often in stressful situations.
- Oral Expression under Duress: Communicating information and ideas in speaking so others will understand, often in stressful situations.
- Judicial Temperament: Maintaining necessary balance in the administration of justice.
- Effective Supervision: Producing decided, decisive, and/or desired effect in the actions of those under one's direction.
- Problem Sensitivity: Telling when something is wrong or is likely to go wrong.

GUIDANCE RECEIVED

Departmental Goals and Priorities

Makes decisions that are guided by overall Departmental goals, priorities and policies. Job requires interpreting goals and priorities into action steps and delegating responsibility for completion; applies broad latitude in regard to methods and approaches but must obtain approval for actions that have policy, service or cost implications.

CONTACTS

Daily contacts with all levels of Court staff, police personnel, city prosecutors, defendants and prisoners, and private attorneys. Frequent contacts with high managerial officials and government representatives of the City. Frequent contact with Court personnel from other jurisdictions and community leaders, school officials, students, community organizations, and judicial organizations, including the Texas Municipal Court Association, American Judges Association, and State Bar of Texas. During legislative cycle, provides input and testimony to State legislature regarding matters pertaining to the improvement of laws impacting the administration of justice.

Engage the community through partnerships, information sharing, and speaking engagements with governmental entities, school districts, charter schools, non-governmental entities, the business community, and the general public promoting the importance of personal accountability and responsibility, appreciation for the rule of law, and education.

EQUIPMENT AND PROPERTY

Operates audio and security systems in the courtroom. General responsibility for city property in judicial chambers.

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.*

The employee constantly is required to listen, see, and/or sit. Frequently, s/he is required to talk and/or reach with hands and arms. Occasionally, s/he is required to stand, walk, and/or lift up to 10 pounds. Specific vision abilities required by this job are close vision, distance vision, and color vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

This job requires the employee to make decisions directly affecting the safety of others. The noise level in the work environment is usually quiet. This position, acting as a magistrate, is also exposed to prisoners in a secure jail environment on a daily basis.

* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.