



City of Irving Job Description

Presiding Municipal Court Judge

FLSA Status:	EXEMPT	Job Department:	Municipal Court
Job Code:	29011	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.*

- Formulate goals and objectives for the local judiciary, develop and enforce local judicial rules of practice and procedure, and recommends and administers policies and procedures.
- Participate in the development of the court's work plan; delegate judicial assignments, projects, and programs; and reviews and evaluates judicial methods and procedures.
- Coordinate judicial activities with those of other departments and outside agencies and organizations; provide judicial assistance and advice to the City Mayor and City Council, and prepare and present reports and other necessary correspondence; collaborate with Police, Housing & Human Services, and other departments to develop programs to address mental health challenges, and cultivate trust through community outreach.
- Maintain a central docket for the high volume of cases filed within the territorial limits of the municipality under its jurisdiction. Assign dockets to individual judges, confers with judges regarding legal divisions, and reviews individual cases for quality. Request jurors needed for jury trials. Supervise and control the operation of clerical functions of the administrative department of the court and personnel during court proceedings.
- Meet with court services staff to ensure implementation of programs and/or discuss methods of increasing productivity.
- 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.
- Make indigency determinations.
- Review and decide whether to grant or deny requests for continuances for court appearances.
- Oversee the Irving Municipal Court's Juvenile Case Manager program, which provides juvenile diversionary initiatives.
- Supervise a Juvenile Case Manager tasked with implementing juvenile diversionary initiatives.
- Oversee the use of five (5) alternative municipal judges during the year by scheduling their on-call availability status, compliance with mandatory annual training requirements, and reviewing and approving billing.

- Review 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 jail 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 and receives compliance monitoring reports from the Dallas County Bond Supervision Unit until charges are formally filed with the Dallas County courts.
- Conduct Ignition Interlock Device Order Compliance docket for non-compliant defendants to enforce compliance.
- Review and sign complaints, summons, subpoenas, arrest warrants, and adult diversion.
- Develop and administer the portion of the annual budget allocated for the performance of judicial duties.
- Coordinate with the Court Director and Chief Marshal on matters of facility security and Courtroom operations.
- Coordinate closely with the Warrant Division and Chief Marshal on issues involving warrant production, arrests, and prisoner transports.
- Preside over Family Intervention Program (FIP) hearings.

OTHER DUTIES AND RESPONSIBILITIES

- Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Administer 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 the 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.
- Act as unofficial ombudsman for public questions regarding driver's license reinstatement, vehicle registration, removal of convictions, and referral to appropriate agencies.
- Meet with media for press conferences or gives statements regarding judicial matters.
- Perform legal research and attends judicial education seminars mandated by State law.
- In accordance with the Code of Judicial Conduct, advocate on improvement of the law, including proposing legislative changes.

SUPERVISORY RESPONSIBILITIES

Organizational Supervision - Applies to full personnel management responsibilities including selection, discipline, grievances and formal performance evaluations for a position's direct reports plus all employees reporting up through subordinates, which will include approximately 1 regular employee, with similar oversight over an *additional 5* contract Alternate Judges.

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 individuals 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 five (5) years of combined experience as a Judge or prosecutor in Municipal Government.

CERTIFICATES, LICENSES, REGISTRATIONS

- Membership in the State Bar of Texas.

KNOWLEDGE OF

- Administration and Management: Principles and processes involved in business and organizational planning, coordination, and execution. This includes strategic planning, resource allocation, manpower modeling, leadership techniques, and production methods.
- 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.
- Budgeting Management: Developing plans and budgets; comparing them against actual activity.
- Complex Problem Solving: Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Computer Software: Preparing documents in MS Work, 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.
- Management of Personnel Resources: Motivating, developing, and directing people as they work, and identifying the best people for the job(s).
- 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.
- 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

City Mission and Goals

Makes decisions with guidance provided by City mission, policies and goals. Sets related goals, service objectives and priorities for at least one Department and gains approval.

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.