



CITY OF EL MIRAGE
invites applications for the position of:

Judge, City Court

SALARY: Not Displayed
OPENING DATE: 10/27/20
CLOSING DATE: 11/17/20 05:00 PM

SUMMARY:

The purpose of this position is to serve as the presiding officer of the City Court and perform professional and administrative judicial work.

ESSENTIAL FUNCTIONS:

- Responsible for establishment and initiation of management and administration of all policies and procedures necessary to operate the El Mirage City Court
- Provides direction and oversees work performed by court personnel
- Presides over and adjudicates civil traffic, criminal traffic, domestic violence, injunctive orders, and municipal code cases
- Assures court proceedings are conducted in accordance with applicable state statutes and local ordinances
- Issues legal instruments including search warrants, arrest warrants, summons, subpoenas, injunctive orders, probation orders, sentencings and related documents
- Conducts legal research
- Performs other related duties as assigned and maintains regular attendance

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE: Requires graduation from an American Bar Association accredited law school, and admission to and in good standing with the State Bar of Arizona. Ten years of experience in the practice of law, including two years as a limited jurisdiction judge.

CERTIFICATIONS AND OTHER REQUIREMENTS: Valid Arizona driver's license. Membership in the State Bar of Arizona

SUPERVISION: Work requires managing and monitoring work performance of the department including evaluating program/work objectives and effectiveness, establishing broad organizational goals, and realigning work and staffing assignments for the department.

HUMAN COLLABORATION SKILLS: Communications regarding policy changes and developments are made and/or recommended. Interactions with others outside the organization require exercising participative management skills that support team efforts and quality processes.

TECHNICAL SKILLS:

Knowledge of:

- Principles and practices of personnel administration and performance management
- State laws and City of El Mirage Ordinances
- Rules of court procedures, judicial conduct, and policies
- Judicial case law
- Automated case management systems

Skill in:

- Operating a computer and office software programs

Ability to:

- Gather pertinent facts, make thorough analysis, and arrive at sound judicial decisions
- Comprehend and make accurate inferences from written material
- Manage the cases scheduled in an effective and efficient manner
- Work cooperatively with other employees, customers, clients, and the public
- Analyze, interpret and report research findings
- Manage multiple projects, prioritize tasks and meet deadlines
- Preparing concise, comprehensive and professional reports and presentations
- Effective verbal and written communication
- Oversee hiring and management of court staff

BUDGET RESPONSIBILITY: Has responsibility for budget recommendations and development for the department. Assures that appropriate linkages exist between budget goals, funding limitations, and service levels adopted to meet specific department and organizational needs. Monitors progress toward fiscal objectives and adjust plans as necessary to reach them.

READING: Ability to read state, federal, and local regulations, technical journals, reports, contracts, and general correspondence.

WRITING: Ability to write technical and staff reports, correspondence, contractual service agreements, policies, and employee evaluations.

PHYSICAL DEMANDS / WORK ENVIRONMENT

The physical demands and work environment characteristics 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 qualified individuals with disabilities to perform the essential functions.

Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.

Note: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.

SUPPLEMENTAL INFORMATION:

The City reserves the right to consider only the most qualified applicants for the succeeding examination processes. Application and review (Training and Experience Evaluation) and Interview. Appointment subject to successful completion of background examination and pre-employment drug test.

The City of El Mirage is an Equal Opportunity Employer.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.elmirageaz.gov>

10000 N. El Mirage Road
El Mirage, AZ 85335
(623) 876-2949

Position #OC-42-2020
JUDGE, CITY COURT
KB

Judge, City Court Supplemental Questionnaire

- * 1. Please indicate the number of years experience in the practice of law.

☐ No experience

- ☐ Fewer than ten years
- ☐ Ten years or more
- * 2. In response to the previous question, describe where you gained this experience and list your specific responsibilities. If none, please write NONE.
- * 3. Please indicate the number of years experience as a limited jurisdiction judge.
 - ☐ No experience
 - ☐ Fewer than two years
 - ☐ Two years or more
- * 4. In response to the previous question, describe where you gained this experience and list your specific responsibilities. If none, please write NONE.
- * 5. Did you graduate from an American Bar Association accredited law school? If yes, please indicate the law school from which you graduated. Otherwise, indicate N/A.
- * 6. Are you a member of the State Bar of Arizona?
 - ☐ Yes ☐ No
- * 7. Describe the nature of your present law practice, listing the major areas of law in which you practice and the percentage each constitutes of your total practice.
- * 8. List other areas of law in which you have practiced.
- * 9. List no more than five cases, within the last five years, you litigated or participated in as an attorney before mediators, arbitrators, administrative agencies, trial courts, or appellate courts. State as to each case: 1. The date or period of the proceedings. 2. The name of the court or agency and the name of the presiding judge or officer before whom the case was heard. 3. A summary of the substance of each case. 4. A statement of any particular significance of the case.
- * 10. List no more than five cases you presided over or heard as judicial or judicial officer, mediator, or arbitrator. State as to each case: 1. The date or period of the proceedings. 2. The name of the court or agency. 3. A summary of the substance of each case. 4. A statement of any particular significance of the case.
- * 11. Please describe your leadership style and your philosophy on how you lead/motivate people, develop/mentor employees, mitigate conflict in the workplace, and inspire a team atmosphere.
- * 12. What do you feel are the most significant contributions of a manager in the workplace? How have you demonstrated these in your past jobs as a manager?
- * 13. Describe any additional professional experience you would like to highlight.
- * 14. Please explain why you are interested in this position and why it is a good time in your career to come to the City of El Mirage?

* 15. Please indicate highest level of education.

- ☐ Bachelor's degree
- ☐ Master's degree
- ☐ Doctorate degree
- ☐ None of the Above

* 16. In response to the previous question, have you uploaded your transcripts/certifications as proof of meeting the minimum educational and certification requirements? NOTE: You may not receive consideration for education and certification requirements if transcripts/certifications are not provided with this application.

- ☐ Yes ☐ No

* 17. Do you have or are you able to possess a valid Arizona driver license?

- ☐ Yes, I currently possess a valid Arizona driver license
- ☐ No, but I will be able to obtain a valid Arizona driver license upon hire
- ☐ No, I am unable/unwilling to obtain a valid Arizona driver license

* 18. How did you learn about this position?

- ☐ El Mirage Website
- ☐ Governmentjobs.com
- ☐ Channel 11
- ☐ AZleague.org
- ☐ Other

* Required Question