

City of Fort Worth, Texas Job Description

Classification Title	Deputy Chief Judge		
Job Code:	AP1061	Job Family:	Appointed
Pay Grade	614	Date Reviewed:	07/08/15
FLSA Status	Exempt	Date Revised:	

GENERAL SUMMARY

Assists in performing a variety of administrative judicial work in support of the functions of the Municipal Court. Participates in the development and implementation of administrative policies of the Court; supervises judges and court personnel; and ensures the performance of Court functions in accordance with the provisions of the City Charter, City ordinances and applicable State and Federal statutes.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
2. Assists in managing all administrative judicial services and activities. Recommends and administers policies and procedures; and prepares docketing calendar for jury courts and the Attorney plea docket.
3. Participates in evaluating the efficiency and effectiveness of judicial court service delivery methods and procedures; and allocates resources accordingly.
4. Monitors and evaluates the quality, responsiveness, efficiency and effectiveness of judicial court methods and procedures.
5. Presides over jury and non-jury trials; and instructs jury panel regarding applicable laws, procedures and sentences or fines if offender is convicted.
6. Reviews new laws, major court decisions and other pertinent information relevant to the revision of Court procedures and operations.
7. Explains, justifies and defends Municipal Court programs, policies and activities; and negotiates and resolves sensitive and controversial issues.
8. Issues search and arrest warrants; sets and forfeits bail for Class C misdemeanors falling under municipal court jurisdiction; and sets bail for felonies and misdemeanors.
9. Processes alias and capias warrant queues, administrative dockets, cash dockets and miscellaneous dockets.

10. Performs other related duties as required.
11. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.
12. Pursuant to the City of Fort Worth's Code of Ordinances and Personnel Rules and Regulations, employees in this position cannot file an appeal of disciplinary actions taken against them.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
 - Operations, services and activities of a Municipal Court.
 - Theories, practices and procedures of civil, criminal, constitutional and administrative law.
 - Complex principles and practices of public law.
 - Established precedents and sources of legal reference applicable to a municipal court.
 - Warrant issuance practices and procedures.
 - Methods and techniques of legal research.
 - Principles and practices of budget preparation and administration.
 - Recent developments, current literature and sources of information related to court proceedings.
 - Pertinent Federal, State and local laws, codes and regulations.
 - State laws and City ordinances.
 - Principles and practices of supervision, training and evaluation.
- **Skill in:**
 - Organization and time management.
 - Maintain control of courtroom.
 - Decision making.
 - Critical thinking.
 - Interpersonal relations.
- **Ability to:**
 - Communicate clearly and effectively, both orally and in writing.
 - Assist in managing all administrative judicial services and activities.
 - Interpret and apply legal principles and knowledge of complex legal problems.
 - Preside over jury and non-jury trials and instruct jury panel regarding procedures.
 - Review new laws, major court decisions and other pertinent information relevant to the revision of Court procedures and operations.
 - Effectively apply legal knowledge and principles in court.
 - Provide fair and impartial review.
 - Properly interpret and make decisions in accordance with laws, regulations and policies.
 - Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
 - Interpret and apply Federal, State and local policies, procedures, laws and regulations.

- Select, supervise, train and evaluate staff.
- Process quarterly ad-hoc productivity reports on warrant review and administrative docket case dispositions.
- Establish and maintain effective working relationships.

MINIMUM JOB REQUIREMENTS

A Juris Doctor degree from an accredited college or university and five years of increasingly responsible experience as a practicing attorney, including two years of supervisory or lead responsibility.

OTHER REQUIREMENTS

Possession of, or ability to obtain, an appropriate, valid license as an attorney issued by the State Bar of Texas.

WORKING CONDITIONS

The work environment characteristics described here 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.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, walking and repetitive motions.

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

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects. 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.