

City of Fort Worth, Texas Job Description

Classification Title	Municipal Judge		
Job Code:	AP1080	Job Family:	Appointed
Pay Grade	614	Date Reviewed:	07/14/15
FLSA Status	Exempt	Date Revised:	

GENERAL SUMMARY

Perform a variety of judicial duties in the Municipal Court, in accordance with the provisions of the City Charter, City ordinances and applicable State and Federal statutes. Listens to presentation of cases; rules on the admissibility of evidence and methods of conducting testimony; and instructs jury to deduce facts from evidence presented.

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. Holds and presides over hearings; and makes rulings on misdemeanors in non-jury trials.
2. Processes Jail Arraignment Docket. Reviews Police Officer Affidavit for probable cause; and informs the arrested person of his/her rights, the charge, the bond amount and the right to counsel.
3. Arbitrates disputes and advises counsel, jury, litigants or Court personnel on Court procedures; administers the judicial system; and settles disputes between opposing attorneys.
4. Establishes rules of procedures for questioning witnesses and defendants for which standard procedures have not been established.
5. Listens to presentation of cases; and rules on the admissibility of evidence and methods of conducting testimony.
6. 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 as part of magistration duties.
7. Holds arraignment for juveniles in cooperation with juvenile case manager; determines eligibility for Teen Court; and processes Teen Court cases for removal or dismissal based on Teen Court Coordinator recommendation and completion of court ordered requirements.
8. Instructed jury on applicable laws and procedures; directed jury to deduce facts only from evidence presented; and sentenced or fined offenders if convicted.

9. Processes alias and capias warrants. Reviews warrants eligibility and requirements; and processes an administrative queue of cases eligible for pleas and payments.
10. Reviews new laws, major court decisions and other pertinent information relevant to the revision of Court procedures and operations.
11. Performs a variety of administrative duties. Reviews potential complaints, fine schedules and local rules; files personal financial disclosure statement; and attends required staff meetings and Municipal Court training.
12. Performs other related duties as required.
13. 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.
14. 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.
- Practices and procedures of civil, criminal, constitutional and administrative law.
- Principles and practices of public law, court procedures and rules of evidence.
- Established precedents and sources of legal reference applicable to City activities.
- Methods and techniques of legal research.
- Practices and procedures of a municipal judicial system.
- Methods and techniques used to question witnesses in trial situations.
- Recent developments, current literature and sources of information related to court proceedings.
- Pertinent Federal, State and local laws, codes and regulations.
- Local rules, Texas Rules of Evidence, Texas Penal Code, Texas Code of Criminal Procedures, Texas Traffic Law, Texas Animal/Health Law and Fort Worth Municipal Code.
- Juvenile law.

- **Skill in:**

- Conflict resolution.
- Organization and time management.
- Interpersonal relations.
- Computers and applicable software.

- **Ability to:**

- Communicate clearly and effectively, both orally and in writing.
- Assume responsibility for all various 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.
- Properly interpret and make decisions in accordance with laws, regulations and policies.
- Process large trial or arraignment dockets efficiently.
- Provide fair and impartial venue for disposition of cases.
- Maintain proper courtroom decorum.
- Deal with high conflict situations and coordinate with security personnel.
- Interpret and apply Federal, State and local policies, procedures, laws and regulations.
- Establish and maintain effective working relationships.

MINIMUM JOB REQUIREMENTS

Juris Doctor Degree from an accredited college or university and two years of increasingly responsible experience practicing law, in the State of Texas.

OTHER REQUIREMENTS

Possession of, or ability to obtain, an appropriate, valid license as an attorney issued by the Supreme Court of the State of Texas, and a member in good standing of 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.