



City of Tempe

CITY JUDGE

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	005	<i>FLSA Status:</i>	Exempt
<i>Department:</i>	Court	<i>Salary / Hourly Minimum:</i>	\$146,253
<i>Supervision Level:</i>	Appointed	<i>Salary / Hourly Maximum:</i>	\$162,608
<i>Employee Group:</i>	CON	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Unclassified	<i>Market Group:</i>	City Judge
<i>Drug Screen / Physical:</i>	N	<i>EEO4 Group:</i>	Professional

DISTINGUISHING CHARACTERISTICS

City Judges shall be appointed by City Council for an initial two-year term of office followed by four-year terms. City Council may suspend or remove a Judge for cause. City Judges shall comply with all personnel rules and regulations of the city as applicable.

REPORTING RELATIONSHIPS

Receives general direction from the Presiding Judge or from other supervisory or management staff.
Provides direction to Courtroom staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Five years of increasingly responsible experience as a practicing attorney. Experience in criminal law and trial practice is preferred. Preference will be given to those candidates who have served as a judicial officer in a limited jurisdiction court.
<i>Education:</i>	A Juris Doctorate from an accredited law school.
<i>License / Certification:</i>	Member of the State Bar of Arizona in good standing for a minimum of five years.

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

Actively support and uphold the City’s stated mission and values. Perform professional judicial duties in interpreting and applying the local, state, and federal laws.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Preside over a variety of hearings including criminal misdemeanor and traffic arraignments, juvenile alcohol, driving and curfew arraignments, criminal jury and non-jury trials, protective order hearings, pre-trial conferences and motion hearings;
- Review requests for continuances; grant or deny requests;
- Conduct interviews for protective orders and prepare of appropriate orders; serve orders to persons held in custody;
- Review search warrants; sign or reject warrants; confirm warrant recalls;
- Review and sign summons, subpoenas, arrest warrants and other court orders;
- Review financial disclosure statements;
- Review and sign seized property releases;
- Correspond with non-local defendants for dispositions of cases by mail when appropriate;
- Perform legal research;
- Provide pro-active performance planning through outlined professional development plans;
- Maintain effective and consistent one on one dialogue with all employees on a regular basis;
- Perform related duties as assigned;
- Physically present to perform the duties of the position.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Work in a stationary position for considerable periods of time;
- Operates computers and other office technology;
- Extensive reading and close vision work.

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring

Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies</p>		

JOB DESCRIPTION HISTORY
<p><i>Effective November 1988</i> <i>Revised June 1994</i> <i>Revised February 2007</i> <i>Revised March 2008 (job duties)</i> <i>Revised October 2017 (update job duties and min qualifications)</i> <i>Revised September 2018 (update union code to CON – Contract/Council appointed positions)</i></p>