

City of Tempe
P. O. Box 5002
140 East Fifth Street, Suite 200
Tempe, AZ 85280
(480) 350-2894
www.tempe.gov/court



Municipal Court
Office of Presiding Judge

JUDGE PRO TEM Position Announcement

- HOURS AND COMPENSATION:** The Tempe Municipal Court is seeking on-call Judges Pro Tem to serve in the absence of regular Municipal Court Judges, including weekends and holidays. \$60.00 per hour.
- NATURE OF WORK:** Preside over a variety of hearings including criminal misdemeanor and traffic arraignments; juvenile alcohol, driving and curfew arraignments; criminal jury and non-jury trials; orders of protection hearings and harassment injunctions; pretrial conferences and motion hearings. Review requests for continuances; grant or deny requests. Review search warrants, sign or reject warrants. Review and sign summons, subpoenas, arrest warrants and other court orders. Review financial disclosure statements. Correspond with non-local defendants for case disposition by mail when appropriate. Perform legal research. Set bail and issue orders regarding disposition of arrested persons. Exercise considerable independent judgment. Apply thorough knowledge of Arizona criminal law, City ordinances, and related laws and regulations applicable to a municipal court. Preside over in-custody dockets both during the week and on the weekends.
- MINIMUM REQUIREMENTS:**
- Practicing attorney for a minimum of 5 years. This experience must be comprehensive enough to ensure the ability to perform the duties of the position as illustrated above.
 - Graduate of an accredited law school.
 - Member in good standing with the State Bar of Arizona for a minimum of 5 years.
 - Criminal law experience required; misdemeanor experience preferred.
 - Prior Judge Pro Tem experience is desirable.
- NOTICE:**
- Applicants must comply with all provisions of Arizona Supreme Court Rule 81, Arizona Code of Judicial Conduct, including ethical restrictions on the practice of law.
 - It is our policy to ensure equal employment opportunity to all qualified persons based solely on an individual's ability to perform the essential functions of a job without discrimination or harassment on the basis of race, color, gender identity, sexual orientation, religion, national origin, familial status, age, disability, United States military veteran status, or any other status protected by law.
- SELECTION PROCESS:** Applications will be reviewed for minimum qualifications and selected applicants shall undergo a background check. The Presiding Judge will conduct interviews and advise candidates of ethical restrictions on the practice of law. The Presiding Judge may appoint one or more Judges Pro Tem for an initial one-year term.
- CLOSING DATE:** Submit Judge Pro Tem Application, letter of interest, and resume **by 5 P.M., February 14, 2019**. The Judge Pro Tem Application form is available at www.tempe.gov/court. Applications may be delivered, mailed, emailed or faxed. Late applications will not be considered.
- APPLY:**
- Tempe Municipal Court
Attn: Court Administration
140 East Fifth Street, Suite 200
Tempe, AZ 85281
- Phone: (480) 350-8252
Fax: (480) 350-8581
Email: alexis_allen@tempe.gov

Tempe Municipal Court - Court Administration

Phone: (480) 350-8271

140 E. 5th Street, Suite 200 , Tempe, AZ 85281

Fax: (480) 350-8581

JUDGE PRO TEMPORE APPLICATION

Received:

For Official Use Only:

QUAL: _____

DNQ: _____

Experience

Training

Other

PERSONAL INFORMATION

POSITION TITLE: Judge Pro Tem

HOME PHONE: _____

NAME: _____

ALT. PHONE: _____

ADDRESS: _____

EMAIL ADDRESS: _____

LEGAL RIGHT TO WORK IN THE UNITED STATES?

YES

NO

EDUCATION

DATES From/To: _____

SCHOOL NAME: _____

LOCATION:
(City, State) _____

DID YOU GRADUATE

YES

NO

DEGREE RECEIVED: _____

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MAJOR: _____

UNITS

COMPLETED: _____

DATES From/To: _____

SCHOOL NAME: _____

LOCATION:
(City, State) _____

DID YOU GRADUATE

YES

NO

DEGREE RECEIVED: _____

MAJOR: _____

UNITS

COMPLETED: _____

DATES From/To: _____

SCHOOL NAME: _____

LOCATION:
(City, State) _____

DID YOU GRADUATE

YES

NO

DEGREE RECEIVED: _____

MAJOR: _____

UNITS

COMPLETED: _____

DATES From/To: _____

SCHOOL NAME: _____

LOCATION:
(City, State) _____

DID YOU GRADUATE

YES

NO

DEGREE RECEIVED: _____

MAJOR: _____

UNITS

COMPLETED: _____

WORK HISTORY (Make copies of this sheet to continue work history)

DATES From/To: **EMPLOYER:** **POSITION:**

ADDRESS:

PHONE NUMBER: **SUPERVISOR:** **# OF EMPLOYEES SUPERVISED:**

HOURS PER WEEK: **SALARY:**

MAY WE CONTACT THIS EMPLOYER?
 YES NO

DUTIES:

REASON FOR LEAVING:

DATES From/To: **EMPLOYER:** **POSITION:**

ADDRESS:

PHONE NUMBER: **SUPERVISOR:** **# OF EMPLOYEES SUPERVISED:**

HOURS PER WEEK: **SALARY:**

MAY WE CONTACT THIS EMPLOYER?
 YES NO

DUTIES:

REASON FOR LEAVING:

DATES From/To: **EMPLOYER:** **POSITION:**

ADDRESS:

PHONE NUMBER: **SUPERVISOR:** **# OF EMPLOYEES SUPERVISED:**

HOURS PER WEEK: **SALARY:**

MAY WE CONTACT THIS EMPLOYER?
 YES NO

DUTIES:

REASON FOR LEAVING:

REFERENCES

REFERENCE TYPE: NAME: POSITION:
ADDRESS:
EMAIL ADDRESS: PHONE NUMBER:

REFERENCE TYPE: NAME: POSITION:
ADDRESS:
EMAIL ADDRESS: PHONE NUMBER:

REFERENCE TYPE: NAME: POSITION:
ADDRESS:
EMAIL ADDRESS: PHONE NUMBER:

Agency-Wide Questions

1. Have you ever been terminated, discharged, or forced to resign from any position? Yes No

2. If you answered yes to question #1, please name the employer, explain the circumstances, and the date of occurrence.

3. "Crime" as used in this section means any and all felonies, misdemeanors, and serious driving offenses. "Crime" does not include minor civil traffic offenses. If you are unsure how to answer this question, please ask for clarification. "Convicted" means that you have been found guilty by a court or jury, pleaded guilty or no contest to a crime and/or have been sentenced for a crime, whether incarcerated, placed on probation, fined, or received a suspended sentence. Have you ever been convicted of a crime, regardless of whether the conviction was later set aside or expunged, in any domestic, foreign, or military court? Yes No

4. If you answered yes to question #3, please give the details including the offense(s) for which you were convicted, date of conviction, and jurisdiction (court, city, county, and state). If an offense has been set aside or expunged, please give date of action.

5. Are you pending charges, trial, or other court proceedings for any crime, in any jurisdiction, at this time? Yes No

6. If you answered yes to question #5, please give details, including the offense(s) for which you are currently pending charges and jurisdiction (court, city, county, and state).

Job Specific Supplemental Questions

1. Bar admission (if any) and dates.

2. Have you ever been denied admission to the Bar of any State? Yes No

3. If so, please explain. If not applicable, please state "N/A".

4. Have you appeared in Court as a lawyer? Yes No

5. List any honors, prizes, awards, or other forms of recognition, which you have received.

6. List any public offices held and dates.

7. List memberships and activities in professional organizations, including offices held.

8. Has any complaint of professional misconduct ever been filed with any State Bar and/or Commission on Judicial Conduct that resulted in any form of discipline?

Yes No

9. If so, when and where? How was it resolved? If not applicable, please state "N/A".

Job Specific Supplemental Questions (Cont.)

10. List the names, addresses, and telephone numbers (including area code) of three persons who are in a position to comment on your qualifications to be a Judge Pro Tem.

11. List any other information you regard as pertinent.

I hereby authorize the Arizona State Bar Association, all other Bar Associations, listed references, employers, other listed business and professional associations, and all government agencies to release to the Tempe Municipal Court, Special Judicial Officer Selection Committee any information requested by said Committee pertinent to processing and evaluation of this application for consideration as a Judge Pro Tem.

Yes No