



**JOB ANNOUNCEMENT
CITY OF TROY, AL
EXTERNAL**

CLASSIFICATION TITLE: MAGISTRATE

FLSA DESIGNATION: NON-EXEMPT/CLASSIFIED

OPENING DATE: November 9, 2015

CLOSING DATE: November 16, 2015

SKILL LEVEL: S06-01

SUMMARY DESCRIPTION:

Under general direction, this classification provides technical, legal and responsible court clerical work in the issuing and recording of arrest warrants, complaints and affidavits, granting bail, receiving guilty pleas, collection and accountability of fines, costs, cash bonds, restitutions, and maintenance of official court records.

REPRESENTATIVE DUTIES: Under the Direction of the Court Administrator:

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Interviews citizens with complaints and hearing charges brought by law enforcement officials determining the existence of probable cause, proper charge, and issuing the appropriate complaints, affidavit and/or warrant.
2. Assists with the administration of criminal proceeding and docketing.
3. Responsible for handling money, cost computations, accepting fines, making change and receipts.
4. Performs data entry to update court records and fines, and to research or retrieve information.
5. Prepares pre-sentence investigations for the courts; checks circumstances of the offense, the criminal record, social history, and present condition of defendant.
6. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

- Knowledge of an ability to interpret various state and municipal laws, ordinances, and regulations.
- Knowledge and ability to work with computers.
- Ability to enter alpha and numeric data into computer terminals accurately and at a reasonable rate of speed using source documents such as traffic citations.
- Ability to interview citizens who are under duress and obtain information necessary

to reach logical conclusions, to analyze facts and evidence gained and arrive at and defend logical conclusions.

- Ability to maintain patience and composure while dealing with emotional, upset, or angry citizens.
- Ability to read and understand court or legal documents in order to obtain information as requested to citizens, law enforcement or court officials, etc.
- Ability to attend and complete a certification program for municipal court magistrates. Classes will be out of town and some will be overnight.
- Ability to work on call, holidays, and weekends as required.
- Ability to work with little or no direct supervision.
- Ability to conduct initial appearance and probably cause hearings.
- Ability to type accurately and at a reasonable speed; ability to compose letters and orders.
- Ability to make moderately difficult decisions and perform office management skills in accordance with established policies and procedures.

MINIMUM QUALIFICATIONS

1. High school diploma or GED. Previous court experience is preferred.
2. Must possess or be able to complete Court Magistrate Certification in a timely manner.
3. Must have a valid Alabama Driver's License and a good driving record.
4. Subsequent to job offer, must submit to and pass a pre-employment physical, and drug and alcohol screening.
5. Subsequent to job offer, position subject to satisfactory background check.

MINIMUM REQUIREMENTS TO PERFORM ESSENTIAL FUNCTIONS:

The following requirements are normal for this classification. Specific requirements may not apply to all positions within this classification, but are determined by the normal requirements for the particular position.

Essential Physical Abilities
Work is primarily performed in an office setting. The employee occasionally lifts light objects weighing less than 24 pounds.
Supervisory Control
The Court Administrator assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.
Guidelines
Guidelines include City of Troy Personnel Policies and procedures, benefits policies and procedures, the Risk Management Manual, and the City of Troy Core Values. These guidelines are generally clear and specific, but may require some interpretation in application.
Complexity
The work consists of related Municipal Court Magistrate. The large number of policies,

procedures, laws and regulations to be followed contributes to the complexity of this position.
Scope & Effect
The purpose of this position is to provide support to the Municipal Court Judge and Municipal Court Administrator. Success in this position results in greater effectiveness of the Municipal Court processes and services.
Personal Contacts
Contacts are typically with employees, co-workers, police officers, vendors, and members of the general public.
Purpose of Contacts
Contacts are typically to give or exchange information, resolve problems, and provide services.
Work Environment
The work is typically performed in an office.
Supervision Exercised
None.

NOTE:

Statements included in this description are intended to be representative of the duties and responsibilities of this job and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included. This job may also require meetings outside of normal business hours or work on weekends and evenings. Travel may be required for job training or job assessment.

Successful applicant is required to pass physical examination and drug test, and have a valid Alabama Drivers' License. Position subject to a satisfactory background check.

IF YOU BELIEVE THAT YOU ARE QUALIFIED FOR THIS POSITION AND WOULD LIKE TO COMPLETE AN APPLICATION, BLANK APPLICATIONS ARE AVAILABLE FROM:

City of Troy Department of Human Resources
301 Charles W. Meeks Avenue
Troy, Alabama 36081

RESUMES WILL NOT SUBSTITUTE FOR AN APPLICATION. APPLICATIONS WILL REMAIN ON FILE 6 MONTHS FROM CLOSING DATE.

The City of Troy is an Equal Opportunity Employer.