

Presiding Municipal Judge – Golden Municipal Court

SUMMARY

Presides over the Municipal Court which is vested with exclusive original jurisdiction of all causes of action arising under the ordinances of the City and as may be conferred by law. Principle duties involve criminal, traffic and juvenile offenses and occasional civil matters regarding enforcement proceedings as provided in the municipal code and appeal of city council and City agency matters that arise under the City's Home Rule Charter. Provides direction and guidance to the court administrator regarding the administrative operation of the Court. The judge is selected by and serves at the pleasure of the City Council.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following but are not limited to:

Court Proceedings

- Issues arrest and search warrants. On occasion such duties must be performed outside of regular business hours.
- Initial appearance proceedings, including advisement of rights, setting bail, and imposition of conditions of release pending further proceedings.
- Bond review hearings.
- Establishes fine schedules and monitors court costs and recommends increases as necessary to city council.
- Conduct trials to court or trials to jury, accept pleas of guilty, and imposition of sentences and establishment of sentence's terms and conditions.
- Hearings and determination of motions or pleadings relating to discovery and evidentiary matters and modification of sentences.
- Civil trials and consideration of appeals of city council and city agency actions and conduct scheduling, motion hearings and determination of pleadings regarding such matters.
- Civil proceedings involving preliminary or permanent injunctions.

Strategic Planning and Program Development

- Provides judicial services consistent with the Code of Judicial Conduct and the charter and ordinances of the City of Golden. Interacts with city council to address overall direction and priorities.
- Ability to work with various personalities that may appear before the court, and craft appropriate decisions and sentences within legal guidelines.
- Ability to work with other departments on procedures and ordinances consistent with judicial independence.
- Develops and implements innovative judicial programs for adults and juveniles, which may include for example, alternative sentencing involving community service, rehabilitation or therapy, restorative justice or juvenile diversion.

Leadership

- Exercises sound judgment and decision making within the scope of assigned authority.
- Provides guidance to the department's overall direction, in conjunction with policies established by the city council.
- Delegates to the court administrator the authority, responsibility, and accountability for attaining objectives and implementing approved policies.

- Demonstrates an expert ability to plan, and coordinate, the work of professional, and clerical personnel.
- Coaches and provides assistance to staff as needed.
- Have excellent written and verbal communication skills with the ability to effectively communicate and interact with all levels of personnel within the city and the general public in a positive and cooperative manner.
- Demonstrates initiative in the course of performing the duties of the position.

Department Administration

- Monitors the response to inquiries and requests for service from citizens, city council members, and internal customers, and takes action to improve communications where needed.

ORGANIZATIONAL RESPONSIBILITIES

Originates and develops very complex ideas in new and undefined areas which have an impact on the entire organization. Plans, directs and coordinates activities for a municipal court in cooperation with court administrator. Provides input to the finance director regarding the performance of the court administrator. Provides input to the court administrator regarding the performance of court staff. Assists in the final interview of applicants for court staff positions.

COMMUNICATION/WORKING RELATIONSHIPS

Internal Contacts: City manager, department directors, court administrator and staff and municipal prosecutor, city council, and other city employees.

External Contacts: General public, and other legal organizations and other municipal judges.

EDUCATION AND/OR EXPERIENCE:

The municipal judge must be an attorney-at-law admitted to practice in the State of Colorado and have a minimum of two years experience in the active practice of law.

PHYSICAL DEMANDS & WORK ENVIRONMENT:

Work is primarily performed in an office environment. This position is subject to many interruptions and may be required to handle multiple inquiries at once. The noise level in the work environment is usually moderate. Work space is shared in court administrator work space and court office.

MATERIAL AND EQUIPMENT DIRECTLY USED:

Requires use of Microsoft Office. Also uses standard office equipment such as computer, phones, and copier.

Note: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.