
Presiding Municipal Judge – Golden Municipal Court

SUMMARY

Provides judicial functions for the city for cases arising under the city charter and ordinances. Performs a variety of judicial duties in the Golden Municipal Court including deciding the merits of cases, hearing and evaluating evidence and witness credibility, analyzing laws and rules, making findings of fact and conclusions of law and issuing oral or written decisions and orders to resolve cases. Provides administrative direction for the operation of municipal court. Work assignments can require performing judicial duties in any or all of the following areas: criminal, civil, juvenile, traffic and other judicial proceedings.

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

Proceedings in Criminal, Civil and Traffic Cases

- Issues arrest and search warrants.
- Initial appearance proceedings, including advisement of rights, setting bail, and imposition of conditions of release pending further proceedings;
- Bond review hearings;
- Preliminary and disposition hearings;
- Arraignments on cases;
- Hearings on modification of the terms and conditions of probation or deferred prosecutions and deferred sentences;
- Settlement hearings;
- Default hearings, including entering judgments and conducting post-judgment proceedings;
- Hearings on motions, conduct trials to court or trials to jury, accept pleas of guilty, and impose sentences;
- Provides determination of motions relating to discovery and the mandatory disclosure requirements;
- Deferred prosecution and deferred sentence proceedings in misdemeanor and petty offense matters;
- Proceedings pertaining to recreational facilities districts, control and licensing of dogs, campfires, and general regulations;
- Civil trials to court and hearings on motions;
- Proceedings involving preliminary or permanent injunctions;
- Enforces orders in all proceedings by the use of contempt of court when appropriate.
- Attends meetings and training as required.
- Performs other duties as assigned.

Strategic Planning and Policy Development

- Provides judicial services consistent with the Code of Judicial Conduct and the charter and ordinances of the City of Golden. Works 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.
- Manages organizational projects along with the court administrator.

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.
- Coaches, counsels, mediates, 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.

SCOPE OF AUTHORITY

Receives general direction from the City Council. Is given considerable latitude and discretion as provided by the Judicial Code of Conduct. No precedents or procedures are available. 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. Provide input to Finance Director on performance of Court Administrator for yearly appraisals. Provide input to Court Administrator on performance of staff throughout the year. Assist in final interview of hiring of staff.

COMMUNICATION/WORKING RELATIONSHIPS

Internal Contacts: City manager, department directors, division managers, 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. 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, interactive audiovisual device and copier.

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