

# CITY OF BEAVERTON

## Associate Judge

### General Summary

Reports directly to the Presiding Judge, with extensive latitude for the use of independent judgment in performing assigned duties. Performs judicial activities of the Municipal Court, ensuring conformance with legal and City requirements. Accountable to the City Council, who is empowered to appoint and remove the Associate Judge as an officer of the City under The Charter for the City of Beaverton. Works under the supervision of the Municipal Judge, with extensive latitude for the use of independent judgment in performing assigned duties. Responsible for applying relevant Supreme Court Rules, State statutes, City ordinances, and case law when presiding over bench and jury trials, pre-trial conferences, arraignments, motions and other hearings. The Associate Judge is also responsible for imposing sentences commensurate to the offense and within the parameters allowed by law.

### Essential Functions

Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.

1. Presides over trials and renders judgments for misdemeanors, violations, violations of city ordinances, traffic violations, and any other cases within the jurisdiction of the Municipal Court. Provides for the orderly conduct of proceedings before the court or before its officers.
2. Presides over pretrial conferences, arraignments, motion hearings, traffic hearings, jury and non-jury trials and various other court settings as required for the City of Beaverton.
3. Conducts restitution, aggravation/mitigation hearings, if needed, prior to sentencing.
4. Finds defendants "guilty" or "not guilty," "responsible" or "not responsible," or "in violation" or "not in violation" in non-jury trial proceedings based upon evidence, and imposes sentencing as required.
5. Authorizes issuance of search, arrest, and administrative warrants.
6. Conducts arraignments, sets security, reviews fines, and handles release hearings.
7. May conduct settlement hearings.
8. Provides information to attorneys and citizens regarding warrants, appeals, and hearing dates and locations.
9. Counsels with youth and parents in the Youth Offender Program
10. Administers open traffic court times and open appearances for criminal cases.
11. Handles court matters and any administrative matter as assigned by the Presiding Judge.
12. Writes opinions; stays current with state and municipal law including changes in statutes, ordinances and appellate decisions.

13. Compels obedience to the Court's judgments, orders and process, in a case or proceeding pending therein and the attendance of persons to testify in a proceeding.
14. Administers oaths in an action, suit or proceeding pending before the Court and in all other cases where it may be necessary in the exercise of the Court's powers or the performance of duties.
15. Issues process for the arrest of any person accused of an offense against the cCty, commits any such person to jail or admits such person to bail pending trial, issues subpoenas, compels witnesses to appear and testify in any cause before the court, compels obedience to such subpoenas, issues any process necessary to carry into effect the judgments of the court, and punishes for contempt of court.
16. Cooperates with the Mayor's Office and with the Finance Director; establishes and maintains effective working relationships with court employees and the general public.
17. Follows standards as outlined in the Employee Handbook.
18. Produces an acceptable quantity and quality of work that is completed within established timelines.
19. Performs marriage ceremonies.
20. Develops safe work habits and follow all required safety policies, procedures and techniques. Contributes to safety of self, co-workers, and the general public.

### **Required Knowledge, Skills and Abilities**

- Expert knowledge of Oregon law on traffic violations, traffic procedure, Oregon evidence code, misdemeanor crimes, and criminal procedure.
- Expert knowledge of local ordinances, State laws, and Constitutional law specifically relating to traffic regulations, liquor violations and misdemeanors.
- Ability to analyze and appraise case facts, rules of evidence and procedure and make decisions promptly and in accordance with law, court procedure and court policies.
- Ability to maintain judicial impartiality and judicial temperament in cases.
- Ability to maintain a non-discriminatory attitude and behavior regarding, but not limited to, race/ethnicity, religion, sex, age, disability, gender identify, and sexual orientation.
- Ability to communicate clearly and concisely, orally and in writing.
- Ability to work effectively with elected officials, employees, public agencies and the general public.
- Skill in the operation of a computer and menu-driven software systems as required by position.
- Ability to properly and effectively operate paperless court software, including data entry in the judicial function in real time while in court and while administering a full docket set by court parameters.
- Ability to accurately and effectively function in a fast-paced, high-volume caseload.
- Demonstrate commitment for long-term involvement in court programs with a willingness to receive instruction and develop in the job. This willingness involves the ability to conform judicial performance to new and changing evidence-based practices.

### **Minimum Qualifications**

Juris Doctor law degree and a minimum of five years' experience in the area of municipal law, trial experience, or as an administrative hearings officer, arbitrator or judge; or any equivalent combination of experience and training that demonstrates possession of the knowledge, skills and abilities described above.

**Licensing/ Special Requirements**

Work is governed by broad instruction, objectives and policies. Work requires the exercise of considerable independent analytical and evaluative judgment. Member in good standing with the Oregon State Bar is required. If required to drive for work-related activities, must possess a valid driver’s license and meet the City’s driving standards.

**Working Conditions**

Deals with distraught or difficult individuals; regular focus on a computer screen for prolonged periods; use of a keyboard or similar device; occasional attendance at meetings or activities outside of normal working hours. Receives instructions and corrections from Court Administrator and court staff.

Classification History

Title Change 1/1/2009  
Previous title Judge Pro-Tem  
New Title 1/1/2009 Associate Judge  
Revised 4/2009  
Revised: 4/2015

Status: M2  
FLSA: Exempt

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Council President Signature

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Human Resources Signature

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Date

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Date