

CITY OF BEAVERTON

Municipal Court Judge

General Summary

Performs judicial activities and oversees the judicial functions of the Municipal Court, ensuring conformance with legal and departmental requirements. Works under general employment contract provisions set forth by the City Council who is empowered to appoint and remove the Municipal Court Judge as an officer of the City under The Charter for the City of Beaverton, Chapter III, Section 9.

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 misdemeanor violations, violations of city ordinances, traffic violations, and any other cases within the jurisdiction of the Municipal Court.
2. Presides over pretrial disposition 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, inspection, and mental warrants.
6. Arraigns over prisoners, sets bonds, reviews fines, and issues magistrates warnings.
7. Evaluates cases with defendants and their attorneys.
8. Provides information to attorneys and citizens regarding warrants, appeals, and hearing dates and locations.
9. Counsels with youth and parents.
10. Administers programs in conjunction with the City Attorney, Police, and Court clerks.
11. Works with Court Administrator to establish and administer the organization, policies, and priorities for the Municipal Court.
12. Develops and recommends to the mayor and City Council the annual and long-range plans for the Municipal Court.
13. Assists in the preparation and submission of an annual budget request.

14. Writes opinions; stays current with municipal law and changes; performs related duties as required.
15. Compels obedience to the Court's judgments, orders and process, in a case or proceeding pending therein. –OR - Provides for the orderly conduct of proceedings before the Court or before its officers.
16. Controls, in furtherance of justice, the conduct of the ministerial officers, and of all other persons in any manner connected with a judicial proceeding before the Court, in every matter pertaining thereto. – OR - Preserves and enforces order in the Court, in the proceedings before the Court, or before a person or body empowered to conduct a judicial investigation under the Court's authority.
17. Compels the attendance of persons to testify in a proceeding pending before the Court, in the cases and manner provided by City Charter and the statutes.
18. 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.
19. Issues process for the arrest of any person accused of an offense against the city, 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.
20. Cooperates fully with the Mayor's Office and with the Human Resources Director, who is responsible for the administration of the court office and the supervision of the court administration staff.
21. Presides at arraignment and trial of persons charged with violating municipal ordinances; deliberates on and decides cases tried before the Court without a jury; conducts legal research on cases before the Court; prepares and gives instructions to the jury on applicable law in jury trials; rules on motions, probation and contempt matters.
22. Establishes policies regarding bail, fines and the entry and docketing of judgments and all other matters touching the conduct of proceedings in the Court; identifies cases which may be processed by the Clerk of the Court for individuals who do not desire a formal court appearance; issues warrants as required.
23. Follow standards as outlined in the Employee Handbook.
24. Produce an acceptable quantity and quality of work that is completed within established timelines.
25. Develop safe work habits and follow all required safety policies, procedures and techniques. Contribute to safety of self, co-workers and the general public.

Knowledge, Skills and Abilities

- Expert knowledge of law and general legal principles and practices.
- Advanced 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 jurisdiction.
- 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.

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 the knowledge, skills and abilities described below.

Licensing/ Special Requirements

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

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.

Classification History

Revised 1/1/09

Status: M2
FLSA: Exempt

Council President Signature

Human Resources Signature

Date

Date