

Municipal Court Judge

This position works under general supervision of the City Manager. This position performs professional judicial duties as the Municipal Court Judge for the municipal courts of the City of Leavenworth, KS. The judge acts in the interpretation, application and enforcement of local ordinances and applicable state laws. The judge shall perform these duties by presiding over the municipal court sessions and functioning as a magistrate.

Leavenworth Municipal Court meets every Thursday and the Municipal Court Judge will hear cases involving individuals charged with violating city laws or ordinances. Municipal court judge duties also include setting penalties for individuals found guilty of charges. Penalties often take the form of fines based on established city ordinances. Duties require the exercise of extensive independent judgment and candidates must possess sound judgment, be hard working, and have the legal ability and organizational skills to manage the court docket case load.

MAJOR DUTIES AND RESPONSIBILITIES

(Duties listed below do not include all tasks and functions which may be performed.)

- Preside over Municipal Court for City matters, criminal jury and nonjury trials, pre-trial conferences, juvenile warnings and other cases appropriately tried in Municipal Court.
- Schedule regular Court dates to provide prompt, swift, and fair administration of justice.
- Maintain a central docket of all cases filed in Municipal Court.
- Review and/or deny requests for continuance.
- Determine innocence or culpability (when hearing cases without a jury) and levies fines commensurate with the violation in such manner to preserve equity and uniformity in the application of existing laws and ordinances.
- Arbitrates disputes and advises counsel, jury, litigants or Court personnel on Court procedures; administers the judicial system; and settles disputes between opposing attorneys.
- Review legislation and current case law affecting offenses and the criminal justice system and implement procedures to ensure compliance. Perform legal research as needed.
- Responsible for reviewing Court paperwork, determining proper course of action and signing all documents.
- Conduct hearings (i.e., property, emergency protective order, code enforcement, dangerous dog, etc.)
- Issues warrants, summons, magistrate warnings, etc.
- Performs other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- principles of criminal law, particularly working knowledge of ordinances, statutes, charter provisions, state law and court decisions relating to Municipal Court jurisdictions
- judicial procedure and rules of evidence as well as the organization, duties, powers, limitations and authority of the Municipal Court

Ability to:

- remain in good standing as duly licensed attorney authorized to practice law in the State of Kansas
- analyze evidence, apply existing laws impartially and render prompt, equitable verdicts
- possess a sense of fairness and exhibit respect towards all persons in court proceedings
- communicate clearly and concisely both orally and written
- communicate professionally and effectively with the City Manager and other City staff
- understand the ethical standards expected of a local government official

Skill in:

- working with municipal law, state law and contract law
- operation of personal computer, software and other office equipment

REQUIRED EXPERIENCE AND TRAINING

- Must be a U.S. citizen;
- Two or more years of experience as a practicing attorney in the State of Kansas;
- Graduation from an accredited school of law with a Juris Doctorate; and
- A valid license to practice law in the State of Kansas and membership in good standing with the Kansas Bar.
- Prior experience in municipal court preferred.