



## Town of Oro Valley Classification Description

Title: **MAGISTRATE JUDGE**  
Job Code: 1310  
FLSA Status: Exempt

Department: Magistrate Court  
Salary Grade: 129

### **POSITION SUMMARY:**

Adjudicates charges filed in the Town Court. Handles all aspects of the adjudication process and is the Department Head.

### **ESSENTIAL JOB FUNCTIONS:**

- A. Presides over court proceedings.
- B. Acts as the judge in processing criminal and civil cases in accordance with the rules set forth in the Rules of Criminal Procedures, Arizona Revised Statutes, and Arizona Rules of Court, and or the Supreme Court.
- C. Imposes and enforces civil and criminal penalties upon determination of violation of State and local laws, rules, codes and ordinances.
- D. Administers fair and impartial justice according to the Arizona and U.S. Constitutions.
- E. Conducts initial appearances and arraignments, determines conditions of release, advises defendants of charges, penalties and rights, in accordance with the Arizona Rules of Criminal procedure.
- F. Reviews and/or signs motions, rulings, warrants and other documents as required.
- G. Conducts hearings as necessary for the adjudication of cases filed in the Court.
- H. Oversees and directs the Magistrate Court as the Department Head, including preparing of an annual budget and attendance at necessary budget review sessions.
- I. Oversees, monitors and directs assigned staff.
- J. Interviews prospective employees, hires and/or recommends hiring.
- K. Assigns, tracks and reviews work assignments and progress.
- L. Conducts annual performance evaluation of assigned department staff.
- M. Approves sick and vacation leave of assigned staff.
- N. Develops and implements disciplinary actions for assigned staff.
- O. Complies with Continuing Judicial Education and Training.
- P. Is available for telephonic Search Warrants 24 hours a day.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of applicable local, state and Federal statutes, Town ordinances, codes, rules and regulations governing the court system.
- Knowledge of the criminal justice system and criminal laws.

- Knowledge of the Arizona Rules of Court and Rules of Criminal Procedures.
- Knowledge of management and supervision principles.
- Skill in listening, researching, analyzing, interpreting and deciding cases in accordance with the U.S. and State Constitutions and judicial procedures and practices.
- Skill in drafting and presenting verbal and written instructions.
- Skill in assessing the veracity of defendants.
- Skill in reviewing, understanding, interpreting and analyzing complex civil and criminal laws and regulations.
- Skill in applying justice in a fair and equitable manner.
- Skill in applying legal and psychological concepts in the administration of justice.
- Skill in establishing and maintaining effective working relationships.

**MINIMUM QUALIFICATIONS:**

- A Juris Doctor.
- Seven (7) years' experience as a practicing court room attorney; **OR** an equivalent combination of education and experience.
- A member in good standing of the State Bar of Arizona.

**ENVIRONMENTAL FACTORS and WORKING CONDITIONS:**

- Work is performed in an indoor environment.