

City of Springfield Municipal Court Judge Duties and Qualifications

GENERAL STATEMENT OF DUTIES:

Serves as the judicial officer of the City. Performs judicial activities and oversees the judicial functions of the court, ensuring conformance with legal and departmental requirements. Works as an independent contractor with requirements set forth by the City Council. The City Council has the sole authority to appoint and remove the Municipal Court Judge as an officer of the City under Section 22 of the Charter for the City of Springfield. The Municipal Court Judge serves at the pleasure of the City Council and may be removed by the City Council at any time without cause.

The Municipal Judge shall exercise jurisdiction of all crimes, violations and all actions brought to recover or enforce forfeiture or penalties defined or authorized by ordinances of the City including adopted state criminal and vehicle codes. The Judge shall have authority to issue process for the arrest of any person accused of an offense against the ordinances of the City, to commit any such person to jail or to release on personal recognizance, conditional release or bail pending trial; to issue subpoenas to compel witnesses to appear and testify in court; to compel obedience to such subpoenas; to issue any process necessary to carry into effect the judgments of the court; and to exercise powers of contempt of the court. When not governed by ordinances or the Charter, all proceedings in the municipal court for the violation of a City ordinance shall be governed by the applicable laws of the State governing justices of the peace and justice courts. Nothing in this section shall preclude transfer of all or part of the municipal court jurisdiction to a state court.

SUPERVISION RECEIVED:

The Municipal Court Judge works under the executive direction of the City Council. A subcommittee of the Council meets periodically to review the municipal court operations. The judge operates independently as to judicial decisions, responsibilities and functions. Beginning at 6 months and periodically thereafter the subcommittee of the City Council will meet with the Municipal Judge to receive and discuss Court services.

SUPERVISION EXERCISED:

The judge shall exercise supervision over the court personnel concerning their in-court and municipal court responsibilities. The day-to-day job supervision and evaluation of the court personnel shall be the responsibility of the Finance Director or other designee of the City Manager. The judge will consult and cooperate with the Finance Director concerning all aspects of the operation of the court and court personnel and assist with the evaluation of court personnel. The hiring and termination of court personnel shall be done following city personnel procedures for employees who are responsible to the City Manager. The Judge may not appoint assistants and/or pro-tem judges to fulfill specific functions or roles.

EDUCATION, LICENSING AND TRAINING REQUIREMENTS:

Have minimum of eight (8) years of legal experience with at least five (5) years' experience in the areas of municipal law, criminal law, or trial experience. Other applicable experience may include administrative hearings officer, arbitrator, judge or equivalent. Member in good standing with the Oregon State Bar. Possession of a valid driver license and proper insurance if required to drive for work-related activities.

MINIMUM QUALIFICATIONS:

- Juris Doctor Law Degree
- Licensed by the Oregon State Bar to practice law in Oregon
- Become a member of the Oregon Municipal Judge Association within a designated time assigned by the City.
- Previous Municipal Court experience including knowledge of procedures and functions
- Previous criminal law experience, including jury trial experience
- Citizen of the United States and resident of the State of Oregon during position appointment
- Ability to pass and maintain Criminal Justice Information System (CJIS) background check and complete CJIS training within 90 days of appointment
- Preference may be given for prior judicial experience working with diverse and under-represented communities

REQUIRED KNOWLEDGE AND SKILLS:**Knowledge of:**

- Oregon and United States Constitution
- Oregon Revised Statutes (ORS)
- Oregon Administrative Rules (OAR)
- Oregon Uniform Motor Vehicle Code
- Oregon Uniform Trial Court Rules City of Springfield Municipal Code
- City of Springfield Development Code
- Applicable case law
- Court Management
- Inclusive and respectful work place practices

Ability to:

- Ensure all Municipal Court operations are diligently and courteously conducted
- Demonstrate an impartial, non-discriminatory approach to all court activities
- Actively support an inclusive and respectful work environment
- Avoid appearance of conflicts of interest and exercise sound judgment, keeping individual personal interests separate from responsibilities as Municipal Court Judge
- Manage court environment to ensure individuals are heard and respected. Maintain an appearance of independent and professional court demeanor
- Listen actively and attentively to all who come before the court
- Manage and administer Municipal Court operations and personnel in an efficient and timely manner
- Manage court environment to ensure individuals rights are consistent with current applicable controlling case law and legislation
- Be creative in developing practical solutions to problems faced in the course of court functions

- Analyze and appraise case facts, rules of evidence and jurisdiction
- Manage and initiate court programs in cooperation with the City Prosecutor, City Attorney and court staff to secure compliance with court orders, fines, assessments and sentences
- Manage the proper maintenance and use of confidential information
- Manage case loads and court calendar
- Provide advice and training to Court staff
- Provide timely explanation of rulings to City Prosecutor, City Attorney, Defense Attorneys, Police Officers, defendants and City officials as the Oregon Code of Judicial Ethics allow
- Be punctual and consistent in attendance
- Demonstrate conduct and language that reflects positively on the City of Springfield
- Concisely communicate verbally and in writing and ensure open channels of communication between the court, its users, City Council and other City departments
- Establish and maintain effective working relationships with City Council, Court staff, City Prosecutor, City Attorney, City Department Heads, and the general public
- Organize and prepare annual or semi-annual reports as requested by the City Council
- Work with the Finance Director to manage court costs and expenditures in compliance with adopted budget requirement