



## **PRESIDING JUDGE OF COURT OF RECORD JOB DESCRIPTION City of West Lake Hills, Texas**

### **GENERAL PURPOSE**

Under the general supervision of the City Council, the Municipal Court Judge provides quality customer service while performing the duties of a Judge in the Municipal Court. Review, process and preside over criminal and civil cases filed in the Municipal Court.

### **SUPERVISION RECEIVED**

Reports to and works under the general supervision of the City Council.

### **SUPERVISION EXERCISED**

Supervision of Court Bailiff(s)

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Preside over court dockets.
- Assign dockets and duties to Associate Judge(s) as required.
- Respond to calls, letters, and emails from court staff, city officials, defendants, prosecutor, police officers, county jail, and defense attorneys.
- Prepare and revise rules and orders relating to jury trials and recording of trials.
- Respond timely to all open records and judicial records requests.
- Perform all other duties as required by State Law.

### **WORK SCHEDULE:**

- The Municipal Court typically meets 2 times per month on the 2<sup>nd</sup> and 3<sup>rd</sup> Thursday of the month but may vary depending on the criminal and civil docket schedule.

### **MINIMUM QUALIFICATIONS:**

- State of Texas Class "C" or higher driver's license.
- Graduation from an accredited School of Law.
- A licensed attorney by the State Bar of Texas.
- Five (5) years of experience serving as an associate or presiding judge.
- Seven (7) years of experience as a practicing attorney in the State of Texas.

### **PREFERRED QUALIFICATIONS:**

- Seven (7) or more years of experience serving as a judge
- Ten (10) or more years of experience as a practicing attorney in the State of Texas.
- Bilingual (English/Spanish).
- Familiarization with the court's software module INCODE and its functions with fees, forms and processes.

### **KNOWLEDGE OF AND ABILITY TO:**

- Interpret and communicate legal terminology.

- Operate a computer and related software applications.
- Travel to attend meetings, conferences and training as assigned and if required.
- Effectively communicate with the public under adverse conditions and provide courteous customer service.

### **SPECIAL REQUIREMENTS**

- Knowledge and Understanding of Code of Criminal Procedures with regards to laws governing Class “C” misdemeanors.
- Knowledge and Understanding of Civil Procedures.
- Knowledge and Understanding of Court of Record practices.
- Knowledge and Understanding of courtroom and rule of evidence procedures.
- Knowledge and Understanding of warrant processes.

### **WORK ENVIRONMENT**

- Potential exposure to contagious diseases from contact with the public and/or defendants.
- Subject to obscene verbal language.
- Work is typically performed in a standard office environment.
- Frequent reaching, sitting, standing, walking, talking, seeing hearing, and manual dexterity.
- Occasional lifting and carrying of over 40 pounds.

### **DISCLAIMER:**

- This job description includes essential functions and may not necessarily be an exhaustive list of all responsibilities.
- This job description is subject to change at any time.