

TITLE: DISTRICT COURT MAGISTRATE/COURT ADMINISTRATOR

JOB SUMMARY:

Adjudicates matters before the 80th District Court on behalf of the people of Gladwin and Clare Counties and the State of Michigan. Performs other judicial functions within the authority of district court magistrates as specified in the Michigan Compiled and State Acts.

FUNCTIONS:

Conducts arraignments and sentences defendants pleading guilty or no contest to violations of civil acts and ordinances.

Conducts arraignments and sentences defendants pleading guilty or no contest to certain misdemeanors.

Conducts arraignments and sets bonds for defendants in felony cases.

Conducts landlord tenant pretrial hearings.

Conducts abandoned vehicle hearings.

Conducts dangerous animal hearings.

Conducts small claims hearings.

Conducts probable cause conference hearings.

Provides defendants with advice of rights and explains rights, including right to counsel, appeal rights and rights to revoke pleas.

Accepts written demands for waivers of preliminary examinations and jury trials by defendants being arraigned for criminal and ordinance violations.

Adjudicates Civil Infractions, including admissions and admissions with explanation, conducts informal hearings and imposes civil sanctions.

Signs sworn complaints, arrest warrants, search warrants and affidavits.

Dismisses criminal and ordinance violation cases over which the District has jurisdiction and in which proceedings have not commenced, nor pleas of guilty or no contest been entered, and releases bail bonds and bail bond deposits entitled thereto.

Performs marriages.

Performs other duties as consistent with the Michigan Compiled Laws and States Acts.

Performs other administration duties as may be assigned by the Court Administrator, Judge, and Chief Judge.

CONTACTS:

This position has frequent contact with:

Presiding judges of the courts to review actions and discuss changes in the Michigan Compiled Laws and local ordinances, sentencing guidelines, and questions of legal interpretation and applications of law.

Plaintiffs, defendants, witnesses, law enforcement officers, prosecutors and attorneys to conduct arraignments, hearings, conferences.

The Court Administrator to discuss work assignments and personal matters.

REQUIRED KNOWLEDGE AND SKILLS:

Thorough working knowledge of the Michigan Compiled Laws, criminal and civil codes, family and domestic relations statutes.

Thorough working knowledge of the Michigan Court Rules and accepted courtroom practices and procedures.

Thorough working knowledge of professional standards of legal practice and legal ethics.

Working knowledge of legal research and reference sources.

Knowledge of Gladwin and Clare Counties' codes and ordinances.

Ability to interact objectively and communicate effectively with defendants and plaintiffs from diverse demographic and socio-economic backgrounds, and with widely divergent levels of educational attainment and communications skills.

Computer literacy.

EDUCATION, TRAINING, AND EXPERIENCE:

Juris Doctorate or LL.B. from an accredited school of law preferred. Will consider a combination of other qualifications and experiences in place of this requirement.

Successful completion of State Court Administrators' Office training course in Traffic Law adjudication and sanctions.

Prior experience in criminal justice adjudication.

LICENSES AND CERTIFICATIONS:

A \$20,000.00 performance bond must be posted with the County Treasurer and Chief Judge.

The employee must take the constitutional oath of office.

WORKING CONDITIONS:

Work is performed in a normal office environment. After hours, (mornings, nights, weekends and holidays - 24/7 on-call) for search warrants and other required functions.

RESIDENCY:

Must reside within the district of the 80th District Court.

SALARY:

\$62,000 plus benefits

FLSA STATUS: EXEMPT

Apply to: Steven R. Worpell
80th District Court Magistrate/ Court Administrator
225 W. Main St.
Harrison, MI 48625