

PROVO CITY CLASSIFICATION SPECIFICATION	
Title: Justice Court Judge	Job Code: 4146
Date: October 10, 2017	EEO Code: OA
FLSA Designation: Exempt	Civil Service Status: Non-Covered

DEFINITION: This is the formal rendering of judgements in criminal and traffic cases and performing other court-related duties as defined by Utah Code and the Utah Judicial Council.

CLASSIFICATION STANDARDS: This position is appointed by the Mayor and confirmed by a majority vote of the Council and is responsible for the efficient and effective adjudication of criminal and traffic cases and related judicial tasks. The term of office for this position is four years and may be reappointed per Utah Code. This work is distinguished from other City legal positions due to its responsibility to serve as a Justice Court Judge as defined by Utah Code.

ESSENTIAL DUTIES: Perform court duties in compliance with all statutory standards for the operation of Justice Courts, all standards promulgated by the Judicial Council, the Code of Judicial Conduct, and the Municipal Officers' and Employees' Ethics Act; preside over and adjudicate all cases involving violations of ordinances, Class B and C misdemeanors and infractions within the court's jurisdiction; issue summons, subpoenas, warrants of arrest, bench warrants, search warrants, and all other lawful court orders; conduct proceedings to determine probable cause within a jurisdiction and an accused person's release on bail or own recognizance.

Attend court promptly at all regularly scheduled times and conduct judicial duties professionally and in compliance with all applicable policies, rules of evidence and procedure, and with due regard to the rights and interests of all parties, victims, and other affected persons and entities; effectively counsel others concerning laws, their rights, and standard court procedure; organize and analyze a large number of court cases and constructively render court decisions.

Ensure court personnel comply with applicable rules and regulations related to City personnel, budgets, and other administrative functions; file monthly report of judicial business with the State Court Administrator, including the number of criminal and small claims actions filed, the dispositions entered, and other information as specified; perform related duties as required.

MINIMUM REQUIREMENTS: Must have a degree from a law school that makes the applicant eligible to apply for admission to a bar in any state (Utah Code §78A-7-201). Four (4) years of legal experience is strongly desired.

Applicant must be (a) a citizen of the United States, (b) 25 years of age or older, (c) a resident of Utah for at least three (3) years immediately preceding appointment, (d) a resident of Utah County or an adjacent county for at least six (6) months immediately preceding appointment, and (e) a qualified voter of the county of residence (Utah Code §78A-7-201).

Special Requirements: Justice Court Judge must (1) attend required orientations conducted under the direction of the Utah State Judicial Council and be certified by the Judicial Council prior to performing duties (Judicial Council Code of Judicial Administration Rule 9-106) and (2) maintain certification and attend continuing education under the supervision of the Judicial Council each

calendar year (Utah Code §78A-7-205). Justice Court Judge is subject to limits on secondary employment (Utah Code §78A-7-206).


License(s)/Certificate(s): May require a valid, lawful Driver's License.

SELECTION FACTORS: *Knowledge of:* legal terminology and modern legal practices; court practices, procedures, organization, and jurisdictional requirements of the Court system; applicable formats and protocol for a variety of court and legal documents; related laws, codes, ethics, rules, and regulations governing functions of the position; policies and procedures established for the work system; modern management techniques; basic budgeting and financial management and tracking procedures; basic English composition, spelling, and grammar. *Skill in:* glean relevant information from a wide variety of people in differing social and economic backgrounds; preparing concise, accurate and informative reports; demonstrating a high level of commitment to the principles of positive customer service; organizing assigned work and developing effective work methods; practicing trust-building behaviors. *Ability to:* quickly and accurately perform work; deal with the public in a pleasant, courteous, and calm manner in all circumstances while maintaining a high degree of patience and empathy for all people; communicate effectively both verbally and in writing; evaluate programs and procedures; exercise independent judgment while evaluating situations and in making determinations; perform duties in a manner that demonstrates respect, integrity, courtesy, and kindness towards fellow workers, customers, and the general public.

TOOLS AND EQUIPMENT USED: Computer, word processing and spreadsheet software, online search engines and databases, fax machine, copy machine, telephone, and other office equipment.

PHYSICAL DEMANDS: Requires regularly sitting at a desk or table, walking, standing, or stooping, occasionally lifting, carrying, pushing, pulling, or otherwise moving objects weighing up to 20 lbs., using tools or equipment requiring a high degree of dexterity, working for sustained periods of time maintaining concentrated attention to detail.

ENVIRONMENTAL FACTORS: Work is indoors. Exposure to high-stress situations, including contact with the public in highly confrontational, emotionally charged, or uncomfortable circumstances.



Department Director

10/10/17
Date



Mayor/Chief Administrative Officer

10/10/17
Date

NOTE: The above statements describe the general nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Class specifications are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, change, or delete any and all provisions of this classification at any time as needed without notice. Reasonable accommodations may be made for otherwise qualified individuals who require and request such accommodation. This class specification supersedes earlier version.