

<b>CITY OF OLYMPIA</b>	<b>DATE PREPARED</b>	<b>1/85</b>
<b>CLASS SPECIFICATION</b>  <b>MUNICIPAL COURT JUDGE</b>	<b>CODE</b>	<b>40</b>
	<b>SALARY RANGE</b>	<b>104</b>
	<b>FLSA STATUS</b>	<b>EXEMPT</b>
	<b>REVISED</b>	<b>4/01</b>

## **POSITION DESCRIPTION**

**Function:** Under the policy direction of the City Manager, administers and presides over the Olympia Municipal Court.

**Essential Functions:** The information contained in this classification specification is a representative sample of essential and other functions performed in this classification. Specific essential functions are identified for position recruitment or other administrative procedures.

**Examples of Duties:** Supervises the staff and operations of the Municipal Court. Ensures procedures and operations of the court comply with the State Administrator of the Courts' Office requirements. Presides as the Municipal Court Judge. Hears cases and renders judgments, establishing appropriate sentences and fines as necessary.

**Contacts:** The Municipal Court Judge is a public figure who is in contact with the court staff, attorneys, defendants, witnesses, complainants and law enforcement officers. Courtroom encounters are by nature controversial and the Municipal Court Judge must possess a sensitivity to the diversity in personality, lifestyle and orientation of those with whom he/she comes into contact.

**Supervision:** The Municipal Court Judge supervises the staff of the Municipal Court.

**Accountability:** The Municipal Court Judge is accountable for ensuring the operations and procedures of the court comply with the State Administrator of the Courts' Office requirements. The Municipal Court Judge is also accountable for the integrity and appropriateness of the judgments made in court.

**Working Conditions:** The Municipal Court Judge spends the majority of administrative performance in an office setting often under stringent timelines and competing requests.

## **QUALIFICATIONS GUIDELINES**

**Knowledge/Skills/Abilities:** Knowledge of the standards for Municipal Court Administration in the State of Washington.

Knowledge of proper courtroom procedure and the rules of evidence.

Knowledge of criminal law.

Knowledge of local ordinances, laws and procedures.

Knowledge of basic supervisory principles.

Ability to grasp complex factual data, draw appropriate conclusions and formulate sound legal decisions.

Ability to communicate complex legal ideas and/or decisions to a variety of audiences in clear, comprehensive and professional manner.

Ability to plan, organize and evaluate the work of others.

Ability to be sensitive to diverse personalities, lifestyles and orientations.

Ability to maintain an atmosphere of decorum and professionalism in the courtroom.

Ability to apply a broad legal background to judgments made of the bench.

**Experience/Education:** Graduation from a law school accredited by the American Bar Association required. Broad legal background with emphasis on criminal law required.

**Special Requirements:** Must possess a valid license to practice law in the State of Washington.