

William Isley, Jr.
Mayor

Kelli Lee
City Clerk
Earl Peoples
Superintendent of Public Works
Richard Harvey
Chief, Fire and Rescue Service
Belinda Crapet
Police Chief

City of Springville
P. O. Box 919
160 Walker Drive
Springville, Alabama 35146

(205) 467-6133
(205) 467-6136 Fax

Herbert Toles
District 1
David Vinson
District 2
Wayne Tucker
District 3
Katrina Hennings
District 4
Tim Walker
District 5
David Jones
District 6
Sherry Reaves
District 7

JOB ANNOUNCEMENT

CITY OF SPRINGVILLE

Court Magistrate – Part Time

OPENS: October 8, 2018

CLOSES: October 18, 2018

QUALIFICATIONS: Job description may be viewed at www.springvillealabama.org. Applications may be obtained from the web site or from City Hall. Submit complete application and resume to Springville City Hall (160 Walker Drive) or mail to Springville City Hall-City Clerk, P.O.Box 919, Springville, Alabama, 35146.

Kelli Lee
City Clerk

I, Kelli Lee, certify that this posted was posted at the following locations.

Witness:

Posting Location

Springville City Hall

Springville Public Works Bldg.

Springville Post Office

**CITY OF SPRINGVILLE, ALABAMA
JOB DESCRIPTION**

Title: Municipal Court Magistrate

NATURE OF WORK

The individual in this position performs a wide variety of routine and complex administrative and clerical tasks for the Municipal Court.

The principal function of this position is to conduct all court operations. Other work may be assigned as needed by the Municipal Court Clerk or City Clerk. The principal duties of this position are performed in a general office environment.

ESSENTIAL FUNCTIONS

- Administer criminal proceedings and docketing;
- Coordinate court matters with Municipal Court Clerk, Municipal Judge, defendants, defense counsel, City Prosecutor, police department, county jail, Court Referral agencies and other levels of the court administration system;
- Receive, log and enter new citations and complaints;
- Construct new case files and maintain such files on each defendant, including arrest information, financial reports and CRO progress reports;
- Process payments and provide receipts for payments;
- Prepare municipal court funds for deposit with verification by city clerk;
- Hear complaints from the public and charges brought by law enforcement activities to determine probable cause for the issuance of arrest warrants;
- Receive complaints and depositions from individuals seeking a warrant;
- Obtain depositions from witnesses in complaints;
- Determine probable cause in complaints and issue arrest warrants as necessary;
- Accept pleas and settlements on cases that do not require a court appearance;
- Issue warrants ordered by the court;
- Maintain a warrant log of all warrants issued, indicating status of warrant;
- Prepare reports for state and local agencies;
- Prepare court docket and files;
- Respond to counter, telephone and written inquiries;
- Initiates related paperwork as needed by defendants to facilitate their response to a citation or complaint;
- File and retrieve all papers, dockets, case files, and case related correspondence;
- Issue Failure to Appear, Failure to Pay and Failure to Comply notices;
- Process appeal cases to a higher court, including all proper documentation and notarization;
- Maintain court calendar and notify parties in the event a court date is re-set by the Judge;
- Prepare files for court use; process timely notices to defendants, witnesses, and other parties as necessary;
- Prepare correspondence and maintain court records;
- Initiate requests for driving and criminal records from appropriate agencies;

- Respond to requests from Municipal Court Clerk, Municipal Judge, City Prosecutor, Police Department and others for assistance and information;
- Produce detailed court reports for the annual audit to the City Auditor;
- Receive and process notices of appearance and notices of discovery received from defense counsel;
- Respond to citizens' questions and comments in a courteous and timely manner;
- Keep immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attend meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Communicate and coordinate regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Perform additional tasks that may be necessary to the operation and maintenance of the municipal court as directed by the Code of Alabama and the Administrative Office of Courts and as otherwise may be required by the Municipal Court Clerk or City Clerk.

KNOWLEDGE, SKILLS AND ABILITIES

- Comprehensive knowledge of legal and court procedures, court rules and statutes which apply to the court system;
- Thorough knowledge of local ordinances and laws within the state criminal code;
- Thorough knowledge of modern office practices, procedures and equipment;
- Thorough knowledge of records management;
- Good knowledge of law enforcement practices;
- Ability to interview citizens involved in stressful situations in order to determine an adequate course of action;
- Ability to write neatly and complete forms;
- Ability in basic math;
- Ability to communicate well with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to handle confidential information with tact and discretion;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity and ingenuity in the performance of assigned tasks.

EXPERIENCE AND TRAINING

- Graduation from high school or possession of a GED, preferably supplemented by additional education and training in general office operations; and
- Some related experience; or
- Any combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

REQUIRED SPECIAL QUALIFICATIONS

- Must obtain certification as a Certified Municipal Court Clerk/Magistrate as required by Alabama Rules of Judicial Administration, Rule 18 I (B) (3) within two years from date of admission to certification program

ESSENTIAL PHYSICAL ABILITIES

- Work is performed in an office environment and involves everyday risks or discomforts which require normal safety precautions.
- Work is essentially sedentary with occasional walking, standing, bending, carrying items under 25 pounds such as books, papers, files, etc.
- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to review documents in both electronic and hardcopy form;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a computer and related office equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to function in the general office environment.
- Ability to travel occasionally (generally within-state) to attend meetings, training, and conferences. Occasional overnight travel may be required.

THE CITY OF SPRINGVILLE IS AN EQUAL OPPORTUNITY EMPLOYER