



COURT DEPARTMENT

Job Announcement #21-11

April 20, 2021

Closing date: Indefinite*

Please refer to Job Announcement # when applying.

** An announcement with an indefinite closing date may be closed at any time without notice.*

This announcement will, at a minimum, remain open through April 28, 2021.

Court Magistrate ~ Job Code: 402

JOB DEFINITION

This is specialized administrative municipal judicial court work in the operation of municipal court. Work involves the performance of complex clerical and municipal court duties including coordination of weekly court docket; entering each case/ticket into court computer; assigning case numbers and appointing an appropriate court date. Takes pleas; prepares subpoenas; coordinates with attorneys, judges, prosecutors, officers, Department of Public Safety, State probation officers. Disposes of court cases and proceedings, coordinates and follows-up with driver's license suspensions, citations, and properly records mandatory inmate time. Incumbent works under general supervision of the Court Clerk but exercises a great deal of independent decisions based on experience and knowledge of court operations, municipal ordinances, and State law.

ESSENTIAL FUNCTIONS

- Prepare and coordinate weekly Court docket; prepare papers and documents in compliance with court rules and governing laws.
- Prepare and maintain court dockets and pertinent Court records; issue court papers; prepare Court cost bills, and collection and accounting for money paid into the Court; make disbursements as appropriate.
- Coordinate with public, defendants, attorneys, prosecutors and interested parties in regard to Court rules and procedures.
- Issue arrest warrants; receive guilty pleas and impose scheduled fines; account for money paid into the Court; assist Court Clerk in preparing subpoenas and warrants; approve surety appeal and appearance bonds.
- Prepare correspondence concerning operation of Municipal Court; maintain records on jail time and mandatory sentences.
- Maintain official court records and files as required.
- Perform all other job related tasks and duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledgeable of the laws, rules, regulations, and procedures governing the legal process related to municipal court operations and assignments.
- Knowledgeable of legal terminology documents and rules governing filing and recording legal documents.
- Knowledge of modern administrative office practices, procedures, equipment, and computers.
- Knowledgeable of clerical and record keeping involved in court operations.
- Skill in use of typewriter, calculator, fax machine, telephone etiquette, and computer; skill in the use of English and commercial math.
- Ability to communicate effectively, both orally and in writing.
- Ability to deal tactfully and courteously with the public, defendants, and officers of the court.

QUALIFICATIONS

Be a graduate of an accredited high school or hold a certificate in high school equivalence (GED); course work in records management; completed the core curriculum of the Alabama Court Clerk/Magistrate Certification Program. One (1) year of experience in general administrative work. Possess above average computer skills with knowledge of *Microsoft Windows*®. Knowledge of related office equipment. Must possess a valid Alabama driver's license with a driving record suitable for insurability. Willing to work non-standard hours and overtime as required. Must be willing to travel overnight to attend continuing education courses and workshops. Be physically able to perform the essential functions of the position.

Applications may be obtained by email or in person at Arab City Hall.

Monday – Friday

7:30 a.m. to 4:30 p.m.

256-586-3544

ppatterson@arabcity.org

The City of Arab is an Equal Opportunity Employer.