



Magistrate Part-Time

Salary and Hours: To Be Determined

Closing Date: Open Until Filled

GENERAL SUMMARY:

Under the supervision of the District Court Judges and Court Administrator, serves in a quasi-judicial capacity as prescribed by statute and court rule and as authorized by the Chief Judge.

ESSENTIAL JOB FUNCTIONS:

An employee in this position may be called upon to do any or all of the following functions. These examples do not include all of the duties which the employee may be expected to perform.

1. Conducts informal hearings on traffic citations.
2. Reviews/adjudicates letters of explanation on civil infractions.
3. Conducts small claims hearings.
4. Conducts arraignments on misdemeanor and felony matters and sets appropriate bond conditions.
5. Conducts pre-trials on landlord tenant matters.
6. Issues arrest and search warrants in felony and misdemeanor cases when prescribed by Michigan law.
7. Officiates marriage ceremonies.
8. Assists in other areas of the court as directed by the Chief Judge.

REQUIREMENTS AND MINIMUM QUALIFICATIONS: The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

1. Graduation from an accredited law school and licensed to practice law in the State of Michigan.
2. Must possess experience which demonstrates the candidate has a working knowledge of District Court procedures and the duties outlined above.
3. Ability to effectively communicate with court staff, police agencies, attorneys and members of the public.
4. Skill with the use of technology and a willingness to learn new technologies as they become available.

5. Ability to display a commitment to integrity, honesty and ethical behavior.
6. Must be a registered elector within the jurisdiction of the 50th District Court.

EXAMINATION PROCEDURE: Applications will be screened for minimum qualifications and applicants best qualified will be interviewed. Applicants shall provide proof of law school graduation and admission to the State Bar at the time of interview.

If selected for the position, you must pass a pre-employment background check and drug screen. Applicant must have no serious misdemeanor, assaultive or felony convictions.

This is a part-time position with no benefits. New magistrates must successfully complete a one year probationary period. This is an at-will position.

Interested applicants should submit a resume and cover letter to:

Lynette Ward
Court Administrator
lward@pontiac.mi.us