



City of Pueblo Municipal Court Judge

APPOINTIVE

SALARY	\$10,118.29 - \$13,192.83 Monthly \$121,419.48 - \$158,313.96 Annually	LOCATION	Pueblo, CO
JOB TYPE	Director (Unclassified)	JOB NUMBER	2403-1018
DEPARTMENT	Municipal Court	OPENING DATE	03/12/2024
CLOSING DATE	4/8/2024 11:59 PM Mountain		



DESCRIPTIVE STATEMENT:

The Municipal Court Judge is appointed by the Mayor and confirmed by City Council for a two-year term and is subject to removal by the Mayor for cause. Under the direction of the Mayor, the Municipal Court Judge directs and manages approximately 20 staff and all municipal court service activities of the City. The Municipal Court Judge is responsible for interpreting and applying local municipal laws to include criminal, traffic, code enforcement, and sales tax, and may act as a hearings officer over certain licensing or other administrative matter as requested by the Mayor. Administrative duties include strategic planning, directing, and controlling departmental activities, including participating in the recruitment of personnel, purchase of equipment, and control of expenditures to include grant administration, preparation of budget estimates, and the assignment of personnel and equipment. Due to the unique nature of this position, the Municipal Court Judge is extensively involved in community events to include an emphasis in community education and outreach and is responsible for establishing, maintaining, and improving key partnerships with outside agencies and civic groups.

This job description is an overview and is intended to describe the general nature and level of work being performed. It is not intended to be an exhaustive list of all the functions and tasks required of the position.

DUTIES & RESPONSIBILITIES:

- Directs and oversees activities of the Municipal Court
- Directs administrative functions, including strategic planning, personnel administration, employee evaluations and discipline, equipment purchasing, and the allocation of resources
- Plans, implements, and reviews departmental short and long-range goals
- Provides operational updates to City Council as required
- Develops general policies and establishes operational standards for the administration of the department
- Prepares annual budgets, controls expenditures, and applies for, administers, and monitors various grant funding to include Juvenile Accountability Incentive Block Grant (JAIBG), Community Development Block Grants, CAFFE grant, and others
- Develops recommendations to City Council for fees and fines related to court activities
- Directs the Restorative Justice Program and Community Service/Graffiti Removal Program
- Researches and develops new programs as required
- Responsible for enforcement of code violations to include adult and juvenile, traffic, parking, code enforcement such as regional building, storm water, land use, health code, Police support, and sales/use tax

- Serves as a member of the City's senior management team participating on committees, task forces, and department director meetings with City leadership
- Participates in public school and college events to educate the community on Municipal Court Services
- Reviews all probable cause affidavits and search warrants
- Presides over all court proceedings, including arraignments, hearings, court, and jury trials
- Presides over court sessions during normal business hours, and night court sessions
- Issues arrest warrants
- Maintains docket schedules and weekend bond hearings
- Works closely with the Pueblo County Sheriff to maintain an appropriate municipal defendant jail population, schedule video arraignment, and determine if release is necessary due to medical conditions
- Maintains relationships with school districts, Pueblo Police Department, Restorative Justice facilitators, Municipal Court and 10th Judicial District probation, and third-party programs concerning available diversion programs for juveniles and adults
- Demonstrates commitment to community involvement and civic engagement
- Manages and oversees substitute and part-time municipal court judges
- Develops and disseminates, in conjunction with the Purchasing Department, requests for qualifications from local attorneys to defend municipal court defendants, recommends contracts to be awarded, and ensures requirements of the DOLA grant are satisfied
- Tracks and researches state legislative bills that may impact the operation of municipal courts and reports the same to City Council
- Ensures municipal court uses best practices in conformity with federal, state, and local law

PHYSICAL REQUIREMENTS:

The physical standards an employee must meet in order to perform the essential job duties with or without a reasonable accommodation include, but are not limited to:

- Must be able to sit for over two hours at a time while performing routine office duties, attending meetings, and traveling
- Must be able to perform a full range of repetitive motions while performing routine office duties including, reaching, handling, and manual dexterity
- Must have ability to lift and move files and supplies weighing up to 25 pounds
- Must be able to hear all communication from customers and employees by telephone or in person, and use vision to work with written documents

KNOWLEDGE, SKILLS & ABILITIES:

This position requires:

- Knowledge of the principles, best practices, and methods of municipal court administration
- Knowledge of municipal, local, state, and federal laws and the application of such laws in legal proceedings
- Skill and ability to direct and coordinate a multidisciplinary staff
- Skill and ability to perform a broad range of supervisory responsibilities
- Skill and ability to maintain discipline and respect of employees
- Skill and ability to communicate orally with customers, clients, offenders, or the public in various settings
- Skill and ability to observe, monitor, and compare data to determine compliance with laws and other applicable standards
- Skill and ability to research, develop, and implement creative municipal court programming
- Skill and ability to establish relationships and work cooperatively with City officials, personnel, outside agencies, and the public
- Skill and ability to lead and command effectively in court room proceedings
- Ability to maintain objectivity, neutrality, and decorum in the courtroom
- Ability to effectively communicate with and direct *pro se* litigants
- Skill and ability to produce organized and concise written orders and documents

MINIMUM QUALIFICATIONS:

In addition to the knowledge, skills, and abilities listed above, this position requires the following:

- Juris Doctor in Law from an accredited law school
- Admitted to practice law in the State of Colorado
- Five (5) years of experience practicing law, with at least three (3) years of criminal law, municipal law, or trial practice experience
- Five (5) years of supervisory or management experience
- Selected candidate must reside within the corporate boundaries of the City of Pueblo, within six (6) months of first date of hire pursuant to Pueblo Municipal Code section 6-4-10 regarding residency requirement
- A valid driver's license at the time of application, and a valid Colorado driver's license within 30 days of employment
 - License restrictions that may hinder your ability to drive on City business, such as an interlock, will be cause for disqualification
 - During the course of employment, a valid license must be maintained, and the employee must notify the City immediately upon changes to the status of their license

SPECIAL CONDITIONS OF EMPLOYMENT:

All required licenses and certifications must be maintained throughout the term of employment. Failure to obtain or maintain licenses and certifications may result in demotion or termination.

Due to Federal and State Criminal Justice System access requirements, classifications that access and maintain criminal justice information may also be required, as a condition of employment, to not have been convicted of and/or have pending charges of a felony or misdemeanor crime that would deny or otherwise restrict access to criminal justice information. This requirement applies to all existing City employees as well as external candidates seeking to fill positions that meet the given criteria.

Agency

City of Pueblo

Address

301 West B Street

Pueblo, Colorado, 81003

Phone

719-553-2635

Website

<http://www.pueblo.us/jobs>