

JOB VACANCY

Municipal Judge (PART TIME)

COURT ADMINISTRATION

For the Town of Atlantic Beach, SC

Job Description: Under general supervision performs complex administrative and a variety of legal support services in maintaining Municipal Court operations; issue summons, subpoenas, arrest warrants search warrants and also sets bond in all Criminal and Traffic cases coming before the Court. Reports to the Municipal Court Judge for judicial functions and to the Court Administrator for administrative functions.

This is a flexible Court position that may include a 24 hr coverage on weekdays, weekends and holidays on an "as needed" basis to work in the absence of other Judges.

Issues arrest warrants and search warrants; conducts related communications with citizens or police officers, taking sworn affidavits from same.

Conducts Bond Hearings, which includes conferring with/questioning prisoners to determine their danger to the community and their dependability to return for trial, reviewing criminal history and driving records, utilizing fine codes and setting appropriate bonds and conditions of release; provides explanation and instruction to persons as needed. Notifies victims of their rights and documents their wishes regarding these rights. Notifies victims of a defendant's release from incarceration.

Releases prisoners from incarceration, which involves accepting and receipting bond monies, preparing and processing bonding papers, securing necessary signatures and disbursing copies as required. Provides explanation of important information and instruction regarding Court Trial Procedures.

Receives and/or process sworn affidavits, jury trial forms, traffic tickets, warrants , proof of property papers, law information, incident reports, etc as necessary in performing job activities.

Prepares commitments, discharges, preliminary hearing forms, warrant cards, bonding papers, surrender of license forms, various logs, correspondence, etc

Attends continuing education classes as required to remain knowledgeable and up to date of laws and related information.

Interacts and communicates with he immediate supervisor, other Court personnel, and other Town departments and employees, defendants, victims, witnesses, attorneys, law enforcement personnel, South Carolina Court Administration personnel, and the public. Attends Court sessions as required/necessary including bench trials, jury trials and preliminary hearing trials. Performs other related duties as required.

Desirable Education and Experience: Associate's degree in business, law, criminal justice or related field and three to five years of legal/court experience; OR any equivalent combination training and experience which

provides the required skills, knowledge and abilities. Twelve hours CLS yearly and certified by the State as a Municipal Court Judge. Must be able to pass the Magistrates and Municipal Court judge Certification exam within one year.

Application for this Position: www.townofatlanticbeachsc.com

Position may be subject to the following background checks: Credit Check, Criminal History, Driving History, Drug Test, Medical/Physical

The Town of Atlantic Beach holds Court the "third Tuesday" of each month from 5:00pm until approximately 7:00pm (Court date is subject to change due to Town Events)

Salary to commensurate with experience.

Close Date: Until Filled