



## City of Lake Oswego, Oregon

### Job Description

## MUNICIPAL JUDGE

**FLSA Status: Exempt**

**Union Representation: Non-represented**

**Salary Grade: 911**

**Job Code: 8888**

### Class Summary

Performs judicial activities and oversees the judicial functions of the Municipal Court, ensuring conformance with legal and departmental requirements. The incumbent is appointed and serves at the pleasure of the City Council.

### Essential Duties and Responsibilities

*The list of duties is a representative sample of the work appropriate to this class and does not include all the duties that may be assigned to a particular position. The incumbent may perform a combination of some or all of the following duties:*

1. Presides over trials and renders judgments for misdemeanor cases, violations of city ordinances, traffic violations, and any other cases within the jurisdiction of the Municipal Court.
2. Presides over pretrial disposition conferences, arraignments, motion hearings, traffic hearings, jury and non-jury trials and various other court settings.
3. Conducts restitution, aggravation/mitigation hearings.
4. Adjudication of non-jury trial violations based upon evidence and, if need be, imposes sentencing in accordance with the Oregon revised Statutes.
5. Authorizes issuance of search, bench and arrest warrants.
6. Issues subpoenas to compel witnesses to appear and testify in Court, compel obedience to such subpoenas and orders of the Court, and punish witnesses and others for direct or indirect contempt of Court.
7. Arraigns inmates, sets security, reviews fines, and performs judicial functions at arraignments and bail release hearings.
8. Evaluates cases with defendants and their attorneys, and the prosecutor, and conducts settlement conferences.
9. Work closely with Municipal Court staff, and other City Departments to ensure efficiency.
10. Makes recommendations to the City Council regarding code updates as it relates to Municipal Court.
11. May perform oath of office or swearing in duties.
12. Performs other duties of a similar nature or level.

## **Minimum Qualifications**

### **Knowledge of:**

- Considerable knowledge of all areas of criminal law, including but not limited to local ordinances, State laws, and Constitutional law specifically relating to traffic regulations, liquor violations and misdemeanors.
- Court processes and procedures.
- Personal computers and related software applications.

### **Skills and Abilities to:**

- Analyzing and appraising case facts, rules of evidence and procedure and making decisions promptly and in accordance with law, Court procedures and Court policies.
- Maintaining judicial impartiality and judicial temperament in all cases.
- Provide good customer service.
- Comply with safety requirements of the position and actively promote safe work practices.
- Communicate effectively with coworkers, management, elected officials and the general public, and display excellent interpersonal skills and awareness of controversial and/or sensitive issues.

### **Education, Training and Experience:**

Must be an active member in good standing with the Oregon State Bar and have a minimum of five years in the practice of criminal law.

### **Licensing and Other Requirements:**

Some positions in this classification may be required to possess a valid driver's license and ability to meet the City's driving standards.

### **Physical and Mental Demands**

Frequent repetitive motions including, but are not limited to, hand, wrist and finger movements; daily walking, reaching, standing, talking, hearing and seeing. Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

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**Department Director**

**Date**

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**Human Resources Director**

**Date**

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**Employee**

**Date**

*This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*