



Court Magistrate

Summary

Under immediate supervision, is responsible for assisting in monitoring court operations that must be performed to assure that the judicial functions of the court are met.

DUTIES AND RESPONSIBILITIES

A. Administrative/Legal Duties (65%)

- Prepares the court docket.
- Issues summonses for witnesses, conditional bond forfeiture notices, and failure to appear notices.
- Issues notices to the department of public safety and other departments and agencies as necessary.
- Prepares court orders and performs other administrative tasks.
- Takes affidavits to determine probable cause for the issuance of arrest warrants.
- Sets bail in accordance with the discretionary bail schedule in municipal ordinance violations on their personal recognizance.

B. Records (35%)

- Maintain records as prescribed by the Judge, including criminal histories.
- Receives guilty pleas in out of court settlements.
- Accepts payments for municipal parking tickets pursuant to Rule 19(B) and rendering administrative decisions regarding such tickets, in the event a dispute arises.
- Receipts and records monies received for payment of fines, costs, and restitution.

C. Performs other reasonably related duties as assigned by immediate supervisor and other supervisors as required.

JOB SPECIFICATIONS

Qualifications:

- Must possess an educational level equivalent to high school graduation.
- Must be certifiable as a Court Clerk/Magistrate by the State of Alabama, Administrative Office of Courts, within three (3) years of employment.
- Must type at least 30 words per minute accurately.
- Must be bondable.

Knowledge, Skills, and Abilities:

- *Considerable knowledge of the laws and rules pertaining to criminal procedures.
- Knowledge of computers and other office equipment, and the ability to operate a keyboard and a calculator with speed and accuracy.
- Good interpersonal skills to deal with the public under less than optimal conditions.
- Basic skills in bookkeeping procedures.
- Skill to perform basic mathematical computations.
- Good interviewing skills.
- Ability to stay abreast of changes in the laws which affect the Magistrate's duties.
- Ability to weigh evidence and remain impartial in probably cause hearings.
- Ability to work closely with the Court Clerk and the Municipal Judge.
- Ability to maintain complex clerical records and prepare reports from varied statistical or accounting information
- Ability to establish and maintain an effective working relationship with other employees.
- Must maintain regular attendance on the job.

Physical Characteristics:

- See well enough to read text on a computer terminal.

- Hear well enough to carry on a normal conversation.
- Be able to effectively operate computer keyboard, calculator, fax, copy machine, and other related office machines.
- Have ability to move freely about the office.
- Have strength to lift records, files, and boxes weighing no more than 25 pounds.
- Must be able to sit for long periods of time.

*May be learned on the job.