



Municipal Court Judge, Presiding

General Information

Classification Code:	MGREXE
Effective Date:	August 2, 2023
Pay Grade:	E91
FLSA Status:	Exempt

Position Summary

The Presiding Municipal Court Judge serves as the judicial officer of the City of Springfield. Performs judicial activities and oversees the judicial functions of the court, ensuring conformance with legal and departmental requirements. The Municipal Court Judge serves at the pleasure of the City Council and may be removed by the City Council at any time without cause.

Classification Characteristics

The Presiding Judge is in the Executive Manager classification. Incumbents apply advanced management principles with critical impact on citizens and the organization; employ strategic thinking having long-term citywide application and impact; develop and implement programs critical to the City; and control complex functions and major resources. Executive Manager positions are accountable for major program outcomes for the department as well as integration with other departments. Direction is given across functions or organizations, with responsibility for overall objectives, staffing and resource allocation.

This position has final authority judicial decisions, responsibilities, and functions. It performs work requiring an advanced level of knowledge and experience, independent judgment, and decision-making. Assignments include a high level of involvement in development and analysis of policies; issues and problems addressed are highly complex, varied, and have competing importance, outcomes, and impacts to the organization. Performs all duties independently and exhibits skills that allow the incumbent to take on new assignments with limited or no additional training.

Essential Duties

The duties listed below are a typical sample; position assignments may vary.

- 1 Exercises jurisdiction of all crimes, violations and all actions brought to recover or enforce forfeiture or penalties defined or authorized by ordinances of the City including adopted state criminal and vehicle codes.
- 2 Issues process for the arrest of any person accused of an offense against the ordinances of the City, to commit any such person to jail or to release on personal recognizance, conditional release or bail pending trial; to issue subpoenas to compel witnesses to appear and testify in court; to compel obedience to such subpoenas; to issue any process necessary to carry into effect the judgments of the court; and to exercise powers of contempt of the court.
- 3 This position consults with the Finance Director and Court Supervisor concerning all aspects of the operation of the court and court personnel.
- 4 Provides lead duties for Pro-Tem positions. Sets expectations, outlines administrative responsibilities, and reviews performance standards. Conducts annual performance evaluations.
- 5 Establishes and maintains effective working relationships with City Council, court staff, City Prosecutor, City Attorney, city department directors, and the general public.
- 6 Communicates verbally and in writing complex legal ideas and/or decisions to a variety of audiences in a clear, comprehensive, and professional manner.

Essential Duties	
7	Maintains reliable and regular attendance.
8	Be on call for telephonic review and approval of blood draw search warrants.
9	Actively supports an inclusive and respectful work environment.
10	Performs other duties of a similar nature or level.

Functional Specific Responsibilities
N/A

Qualifications
Minimum Qualifications: <ul style="list-style-type: none"> • Juris Doctor Law Degree and a minimum of eight (8) years of legal experience with at least five (5) years' experience in the areas of municipal law, criminal law, or trial experience. Other applicable experience may include administrative hearings officer, arbitrator, judge or equivalent. • Citizen of the United States and resident of the State of Oregon during position appointment. • Licensed by the Oregon State Bar to practice law in Oregon.
Licensing/Certifications: <ul style="list-style-type: none"> • Ability to become and maintain membership with the Oregon Municipal Judge Association within a reasonable amount of time. Member of the Oregon Municipal Judge Association • Ability to pass and maintain Criminal Justice Information System (CJIS) background check and complete CJIS training within 90 days of appointment • Possession of a valid driver license and proper insurance if required to drive for work-related activities.
Technology Skills: <ul style="list-style-type: none"> • Data base user interface and query software — Online databases • Document management software — Adobe Systems Adobe Acrobat; Hyland OnBase Enterprise Content Management • Electronic mail software — Email software; Microsoft Outlook • Information retrieval or search software — Fastcase • Internet browser software — Web browser software • Legal management software — Courtroom scheduling software • Office suite software — Microsoft Office (Word, Excel, PowerPoint, etc.) • Video conferencing software — Videoconferencing software, Teams
Knowledge Required: <ul style="list-style-type: none"> • Law and Government — Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process. • English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar. • Administration and Management — Knowledge of business and management principles involved in strategic planning, resource allocation, leadership technique, production methods, and coordination of people and resources. • Psychology — Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders. • Public Safety and Security — Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.

Qualifications

Skills:

- Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Reading Comprehension — Understanding written sentences and paragraphs in work related documents.
- Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Speaking — Talking to others to convey information effectively.
- Writing — Communicating effectively in writing as appropriate for the needs of the audience.
- Active Learning — Understanding the implications of new information for both current and future problem-solving and decision-making.
- Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.
- Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Time Management — Managing one's own time and the time of others.
- Negotiation — Bringing others together and trying to reconcile differences.
- Coordination — Adjusting actions in relation to others' actions.
- Instructing — Teaching others how to do something.
- Persuasion — Persuading others to change their minds or behavior.
- Service Orientation — Actively looking for ways to help people.
- Systems Analysis — Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.

Abilities:

- Deductive Reasoning — The ability to apply general rules to specific problems to produce answers that make sense.
- Oral Comprehension — The ability to listen to and understand information and ideas presented through spoken words and sentences.
- Written Comprehension — The ability to read and understand information and ideas presented in writing.
- Inductive Reasoning — The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- Oral Expression — The ability to communicate information and ideas in speaking so others will understand.
- Speech Clarity — The ability to speak clearly so others can understand you.
- Written Expression — The ability to communicate information and ideas in writing so others will understand.
- Near Vision — The ability to see details at close range (within a few feet of the observer).
- Problem Sensitivity — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- Speech Recognition — The ability to identify and understand the speech of another person.
- Information Ordering — The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- Category Flexibility — The ability to generate or use different sets of rules for combining or grouping things in different ways.

Physical Requirements

Key	None 0% (0 hrs.)	Seldom 1-10% (Up to 1 hrs.)	Occasionally 11-35% (Up to 3 hrs.)	Frequently 36-75% (3-6 hrs.)	Continuous 76-100% (6+ hrs./day)
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Physical Requirements											
	0%	1-10%	11-35%	36-75%	76-100%		0%	1-10%	11-35%	36-75%	76-100%
BODY POSITIONS						PUSH/PULL					
Standing		X				0-10 lbs.	X				
Sitting				X		11-20 lbs.	X				
Walking – Even Surface		X				21-50 lbs.	X				
Walking – Uneven Surface	X					51-75 lbs.	X				
Kneeling	X					76-100 lbs.	X				
MOVEMENTS						ENVIRONMENTAL HAZARDS					
Bending/Stooping		X				Indoors					X
Twisting	X					Outdoors	X				
Crawling	X					Dust		X			
Squatting/Crouching	X					Fumes/Odors/Gasses	X				
Balancing	X					Chemical Agents	X				
Reach – Overhead	X					Biological Agents	X				
Reach – Forward			X			Noise – Low		X			
Reach – Backward	X					Noise – Moderate	X				
Climbing – stairs		X				Noise – High	X				
Climbing - ladder	X					Low Light	X				
USE OF HANDS						Heat	X				
Grasping – whole hand	X					Cold	X				
Grasping – pinch grip	X					Restricted workspace	X				
Fine manipulation/feeling	X					Vibration – whole body	X				
Keyboarding				X		Vibration - extremity	X				
LIFT/CARRY						JOB SPECIFIC					
0-10 lbs.	X					Driving – vehicle/equipment	X				
11-20 lbs.	X					Operate foot controls	X				
21-50 lbs.	X					Seeing					X
51-75 lbs.	X					Talking					X
76-100 lbs.	X					Hearing					X
						Extended work hours			X		

Classification History

2023.07 Created and adopted by HR

I have reviewed the job description.

Employee: Name _____ **Signature** _____ **Date** _____