



Job Vacancy

ASSOCIATE MUNICIPAL JUDGE (PART TIME) COURT ADMINISTRATION

Job Description: Under general supervision performs complex administrative and a variety of legal support services in maintaining Municipal Court operations. Issues summonses, subpoenas, arrest warrants and search warrants, and sets bonds in all civil and criminal cases coming before the Court. Reports to the Municipal Court Judge for judicial functions and to the Court Administrator for administrative functions.

This schedule for this position requires reporting to work every Sunday at 10:00am and 6:00pm; On Call all day. Some weekdays will be required on an "as-needed" basis to work in the absence of other Judges. Scheduled work hours will be 625 hours annually.

ESSENTIAL JOB FUNCTIONS:

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 processes 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 licenses forms, various logs, correspondence, etc.

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

Interacts and communicates with the immediate supervisor, other court personnel, other City departments and employees, defendants, victims, witnesses, attorneys, law enforcement personnel, South Carolina Court Administration personnel, jurors, and the general public.

Additional Job Functions

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:

Requires an 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 CLE 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 1 year.

Application for Position: Applicants interested in this job opportunity may apply online at www.lancastercitysc.com (employment tab) Position Open Until Filled. EOE.

Position May be Subject to the Following Background Checks: Credit Check, Criminal History, Driving History, Drug Test, Medical/Physical

Grade	Salary Range		
210	\$18.63 to \$23.29		