



JOB DESCRIPTION

TITLE: Justice Court Judge
DEPARTMENT: Justice Court
GRADE: 23
FLSA: Exempt
EEO DESIGNATION: Officials Administrators
REVISION DATE: 11/3/2020

POSITION SUMMARY

The Justice Court Judge works under the general supervision of the City Manager. The primary responsibility of a Justice Court Judge is to preside over and hear criminal and traffic cases and perform other judicial duties, as defined by statute and the Utah State Judicial Council.

The Justice Court Judge shall be appointed by the Mayor and be confirmed by a majority vote of the City Council. Appointment is subject to certification by the Utah State Judicial Council. A Justice Court Judge's first term of office is four years. Upon expiration of a justice court judge's first term in office, the judge shall be subject to an unopposed retention election in accordance with the procedures set forth in Utah Code Annotated, Section 20A-12-201. The length of each subsequent term following the date of election is six years beginning the first Monday in January. A Justice Court Judge may be removed only as provided by Utah State law.

ESSENTIAL FUNCTIONS:

- Performs court duties in compliance with all statutory standards for the operation of Justice Courts, all standards promulgated by the Utah State Judicial Council and the Code of Judicial Conduct.
- Attends court as scheduled and conducts judicial duties professionally and in compliance with all applicable policies, rules of evidence and procedure and with due regard to the rights and interests of all parties, victims and other affected persons and entities.
- Prior to court, organizes and analyzes cases to be heard. In court, rapidly gathers and assimilates pertinent court related facts, counsels others regarding the laws, their rights and standard court procedures and retains familiarity with case law and applies principals to current cases.
- Works to ensure that daily court activities proceed efficiently and coordinates with City departments, plaintiffs, and defendants to ensure that cases are heard expeditiously.
- Maintains level of patience and empathy and constructively renders decisions.
- Monitors proposed legislative actions that may affect court procedures, actions, etc.



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- Maintains appropriate and professional conduct and communication with Justice Court staff, Mayor, City Council, City Manager, City Department Heads, police officers, attorneys and their clients and the general public.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS:

The minimum requirements for a Justice Court Judge as listed in Utah Code, Section 78A-7-201 are as follows:

1.
 - (a) a citizen of the United States;
 - (b) 25 years of age or older;
 - (c) a resident of Utah for at least three years immediately preceding his appointment;
 - (d) a resident of the county in which the court is located or an adjacent county for at least six months immediately preceding appointment; and
 - (e) a qualified voter of the county in which the judge resides.
2. Justice court judges are not required to be admitted to practice law in the state as a qualification to hold office but shall have at the minimum a diploma of graduation from high school or its equivalent.
3. A justice court judge shall be a person who has demonstrated maturity of judgment, integrity, and the ability to understand and apply appropriate law with impartiality.

A Justice Court Judge must be certified by the Utah State Judicial Council and meet the continuing education requirements of the Utah State Judicial Council each calendar year (Utah Code Annotated, Section 78A-7-205). Preference will be given to candidates that have a J.D. degree from an accredited law school with five years of experience in the practice of law.

KNOWLEDGE, SKILLS AND ABILITIES

1. Working knowledge of local ordinances, state laws, federal laws and legal principals.
2. Working knowledge of practices associated with administration of the office of the Justice Court.
3. Working knowledge of general office management principles and skills in word processing and the operation of personal-computers.
4. Ability to understand and apply appropriate law with impartiality.
5. Ability to effectively communicate verbally and in writing.



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6. Establish and maintain effective working relationships with City employees, representatives of allied agencies, and the general public.

WORKING CONDITIONS AND PHYSICAL DEMANDS:

Comfortable working conditions, talking, listening, handling light weight, intermittent sitting, standing and walking. Regularly sits at a desk or table; walks, stands or stoops; works for sustained periods of time maintaining concentrated attention to detail. The person in this position must have the visual ability to read and work with computers and other electronic tools in accomplishing tasks. May occasionally drive a motor vehicle. This position has constant exposure to stressful situations as a result of human behavior.

The City of Draper is an equal opportunity employer without regard to race, color, religion, national origin, disability, genetic information, sex or age.

The intent of this job description is to provide a representative summary of the major responsibilities and duties performed on the job. It is not intended to be an exhaustive list of all job-related duties and responsibilities that an employee may perform. An employee in this position will be required to perform any other job-related duties required by their supervisor. This job description is not intended to and does not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.