



PO Box 528; 1670 Naturita St, Norwood, CO 81423

Phone: 970-327-4288 - Fax: 970-327-0451; [www.norwoodtown.com](http://www.norwoodtown.com)

# MUNICIPAL COURT JUDGE

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

**TOWN OF NORWOOD:** Contract – Non Employee

**JOB TYPE:** Part Time, Approx. 5 - 6 hours per month

**Compensation:** \$300 per month

**Benefits:** NO BENEFITS

**Closing Date:** Open Until Filled

## POSITION SUMMARY

The Town of Norwood Municipal Court Judge is a contract position (non-employee) and appointed by a majority vote of the Town Council. The Judge's term is by contract only and subject to removal by two-thirds vote of the City Council. The Judge is considered an Independent Contractor and reports to the Town Administrator.

## JOB DESCRIPTION

Presides over Municipal Court for Misdemeanors, Town matters, jury and court trials, and other cases appropriately tried in Municipal Court.

Review and/or deny requests for continuances.

Determine innocence or culpability (when hearing cases without a jury) and levies fine or bail commensurate with the violation in such manner to preserve equity and uniformity in the application of existing laws and ordinances.

Supervise the administration of juror notification and direct jurors in trial cases on their role in the interpretation and application of law.

Support court activities with Municipal Court Clerk/Town Clerk, Town Attorney and/or Town Prosecutor, and other city departments.

Conduct hearings

Issue warrants, summons, magistrate warning, sets bonds, etc.

Review legislation and current case law affecting offenses and the criminal justice system and implement procedures to ensure compliance. Perform legal research as needed and determine fine amounts with the help of Municipal Court Clerk/Town Clerk.

Collaborate with the Town Clerk and applicable department(s) to ensure policies and orders are within the parameters of state law but also consistent with the values of the communities and needs of other departments.



## **DESIRED KNOWLEDGE, SKILLS & ABILITIES**

### **Knowledge of:**

• Ordinances, statutes, and court decisions relating to Municipal Court jurisdictions; knowledge of judicial procedure and rules of evidence, as well as the organization, duties, powers, limitations, and authority of the Municipal Court.

### **Ability to:**

• Analyze evidence, apply existing laws impartially, and render prompt, equitable verdicts. • Work well under pressure and respond in a professional manner. • Establish and maintain effective working relationships with employees, the general public, and all others contacted in the course of work. • Possess emotional stability, a sense of fairness, and exhibit respect towards all persons, including but not limited to argumentative and often hostile persons in court. • Communicate clearly and concisely, both orally and in writing. • Make oneself available for arrest and search warrant needs. • Ability to understand, interpret and codify Town ordinances, in conjunction with the direction of and participation in the retention, retrieval, organization and destruction of official records and documents. • Ability to operate standard office equipment including computers, typewriters, calculators, copiers, transcribers. • Ability to establish and maintain effective working relationships with co-workers, supervisors, other agencies and the general public. • Ability to work independently and use discretions and independent judgment.

## **DESIRED EDUCATION & EXPERIENCE**

High School Diploma

Any combination of experience that would likely provide the required knowledge maybe qualifying.

- Two years judicial or municipal court experience preferred.
- Five years Municipal Government experience preferred.

## **REQUIRED LICENSES & CERTIFICATIONS**

Possess a valid Colorado Driver's license.

## **PHYSICAL REQUIREMENTS AND WORKING ENVIROMENT**

**Physical Demands:** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

This position requires sitting and driving for extended periods.

**Work Environment:** *The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Work will be performed in an office setting, but may also require travel.



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## **SELECTION GUIDELINES**

A formal application, rating of education and experience, oral interview and reference checks will be utilized to select the successful candidate. The duties listed above are intended only as illustrations of the various types of work that may be performed. Other duties may be assigned. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

## **ADDITIONAL RESOURCES & SUPPORT**

Please review the complete job description and submit an official application for the position by visiting <http://www.norwoodtown.com/applications-permits/> for the application. Application and Resume to be emailed to [grafmyer@norwoodtown.com](mailto:grafmyer@norwoodtown.com) or delivered to Town Hall. Interested candidates are encouraged to apply immediately. Candidates are required to complete the application and attach a resume. Please ensure all requested items are submitted and complete for consideration.

**Town of Norwood is an Equal Opportunity Employer (EOE)**