**Municipal Judge Job Description Template**

[Insert company name here] is an established and successful law firm specializing in [insert key areas of focus here]

We’re looking for a Municipal Judge to preside over pretrial hearings, small claims proceedings, and misdemeanor cases. The authority of a municipal court judge is limited to the aforementioned areas of law and never includes overseeing trials, appeals of administrative hearings.

### Roles & Responsibilities

Responsibilities include, but are not limited to:

* Conduct hearings on a wide variety of Municipal Code traffic violations, including those involving automobiles, bicyclists, and pedestrians
* Conduct hearings involving the public’s health and safety including animal control violations, zoning, fire, and building code violations
* Impose appropriate sanctions for violations
* Serve in formal court as a judge pro tempore when needed. In such situations, the
* The magistrate may preside over in-custody arraignments, pre-trial hearings, motions, criminal trials, and review hearings, as well as presiding over Mental Health and Veterans Treatment Courts
* Provide occasional Saturday and holiday coverage as well as some after-hour issuance of search warrants

### About you

* Graduate of law with a Bachelor of Law (LLB) or Juris Doctorate (JD) degree
* [insert number] years in the practice of law, including substantial criminal law experience
* Knowledge of the Rules of Courts of Limited Jurisdiction (CrRLJ)
* Knowledge of the Rules of Evidence (ER)
* Knowledge of the Infraction Rules for Courts of Limited Jurisdiction (IRLJ)
* Possess diplomacy and objectivity in the fulfillment of all job duties
* Ability to maintain decorum in a courtroom
* Ability to apply fair and equitable administration of the law while providing good customer service
* Ability to conduct court business in a manner that brings honor and respect to the organization
* Establish and maintain effective working relationships with all levels of staff
* Demonstrate a willingness to promote and explain court programs through speaking engagements at community and school events

### What you’ll get in return

The firm offers a generous benefits package along with compensation based on experience level and client orientation.

* Competitive compensation based on experience
* Medical insurance plan
* Dental insurance plan
* Vision insurance plan
* Contribution to life insurance plan
* 401k profit sharing
* Parking reimbursement
* Social, charity, and wellness events

To apply for the role or have a confidential discussion, contact us on [insert recruiter email address] or [insert recruiter phone number]