



STATE OF MICHIGAN

46th DISTRICT COURT

DISTRICT JUDGES

The Honorable
CYNTHIA M. ARVANT
248-796-5830

The Honorable
SHELLA R. JOHNSON
248-796-5810

The Honorable
DEBRA NANCE
248-796-5820

ADMINISTRATOR
RENEE SHELIDE
248-796-5800

CIVIL DIVISION
248-796-5870

CIVIL INFRACTION/
PARKING DIVISION
248-796-5860

MISDEMEANOR/
FELONY DIVISION
248-796-5880

PROBATION
DEPARTMENT
248-796-5850

TDD
248-354-3329

www.46thdistrictcourt.com

The 46th District Court is seeking to fill a part time Magistrate position.

Magistrates are at-will part-time employees who are appointed by and serve at the pleasure of the judges. Magistrates serve in a quasi-judicial capacity as prescribed by statute and court rule, and as authorized by the Chief Judge. They conduct informal traffic hearings, small claims hearings, and arraignments on misdemeanor and felony matters; issue arrest and search warrants; set bond; and conduct weddings.

Principal Duties and Responsibilities:

- Conducts informal hearings in civil infraction matters. Explains the law and procedures to parties, hears testimony, examines witnesses under oath, makes findings of fact and conclusions of law, and assesses appropriate sanctions upon finding of responsibility.
- Presides over small claims hearings as authorized by court rule, statutes and the Chief Judge.
- Conducts arraignments in felony and misdemeanor matters, accepts guilty pleas and sentences defendants for misdemeanors within magistrate's statutory jurisdiction, considering defendant's record and other relevant factors.
- Accepts and examines criminal complaints and examines witnesses, as necessary, in order to determine probable cause for issuing arrest warrants authorized by the prosecuting officials of the various jurisdictions.
- Accepts and examines affidavits for search and seizure warrants from law enforcement officers. Upon determining probable cause, issues search and seizure warrants.
- Sets or denies bail in criminal matters based on seriousness of charge, probability of defendant's court appearance, and other relevant factors. May set conditions for bond, or commit accused persons to jail in lieu of bail.
- Accepts admissions of responsibility in civil infraction matters, considers defendants' verbal or written explanations, and makes appropriate disposition of cases including assessing fines and other sanctions.
- Performs civil marriage ceremonies.

- Performs magisterial duties outside of normal court business hours on a regular basis. Must be available on assigned weekends and holidays for arraignments; on call for assigned time frame each month to be available 24 hours per day/7 days per week to sign after-hours search warrants.
- Assists in other areas of the court as required.

The primary purpose of this job description is to aid in establishing a salary rate or range for this job classification. Only those key duties necessary for proper job evaluation and/or labor market analysis have been included. The list is not all inclusive of the total scope of duties to be performed.

Job Requirements/Qualifications:

The candidate must be a graduate of an accredited law school, licensed to practice law in Michigan, and in good standing with the State Bar of Michigan. Candidate must be a registered elector in the district (Southfield, Lathrup Village, Beverly Hills, Bingham Farms, or Franklin). Candidate must possess a valid driver's license; have no misdemeanor or felony convictions; and pass a criminal background check. Appointment by the judges is subject to approval of the Southfield City Council. The appointee must complete the Michigan Judicial Institute training course on traffic law adjudication and sanctions prior to taking the bench.

The following characteristics are highly preferred:

Must have a minimum of five years of experience in the practice of law in the State of Michigan, preferably in district court. Must demonstrate a thorough understanding of the rules of evidence, case law, and trial practice and procedures, as well as demonstrated legal research skills.

The qualifications listed above are intended to represent the minimum skill and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related criteria.

Per diem compensation; nights, weekends and holidays may be required. Applications are available on line at www.46thdistrictcourt.com. This position is open until filled.

Court Administration
46th District Court
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