



EATON COUNTY
invites applications for the position of:

Magistrate - Part Time (20 Hours per Week)

Apply On-Line:

<http://www.eatoncounty.org/controllers-office/personnel-office>

SALARY: \$22.79 - \$29.59 Hourly

OPENING DATE: 10/18/18

CLOSING DATE: Continuous

GENERAL SUMMARY:

Under the direction of the Chief Judge for magisterial functions and the Court Administrator for administrative functions, serves in a quasi-judicial capacity as prescribed by statute. Conducts informal hearings on civil infractions, disposes of prescribed misdemeanors prior to trial, conducts arraignments, issues arrest and search warrants, and sets bond.

20 Hours per Week

ESSENTIAL FUNCTIONS:

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1. Conducts informal hearings on motor vehicle offenses designated as civil infractions, includes explaining procedure to parties, swearing in witnesses, listening to testimony, examining witnesses, and making findings of fact, conclusions of law and determinations of responsibility. Determines fines and costs.
2. Conducts arraignments on misdemeanors and felonies. Advises defendants of charge and legal rights, determines eligibility for court-appointed counsel and sets bond. Accepts pleas and sentences on those cases specified by law.
3. Accepts guilty pleas; sentences defendants based on seriousness of offense [those punishable by up to 90 days in jail], defendant's record, and other appropriate factors; ensures that defendants entering not guilty pleas are scheduled to appear for pretrial conference.
4. Records activity on cases and updates case status on the computer.
5. Reviews and prepares responses to correspondence regarding traffic and criminal offenses. Accepts admissions of responsibility with explanation in person and in writing regarding civil infractions and enters civil sanctions.
6. Reviews information from law enforcement officers and, upon determination of probable cause, issues search warrants. Presides over felony swearings, establishes probable cause determination and issues arrest warrants.
7. Establishes bonds when appropriate, based on seriousness of crime, likelihood of defendant's court appearance, and other relevant factors; authorizes release of persons from jail on personal recognizance.
8. Conducts first appearance of defendant before court in specified criminal cases. Accepts written demand or waiver of jury trial when a Judge is unavailable.
9. Performs marriage ceremonies.

10. Serves in an "on-call" status on nights, weekends and holidays for issuance of search warrants and presides over recorded felony swearings for weekend and holiday felony bond setting. Authorizes search warrants to determine blood-alcohol levels.

Other Functions:

11. Assists staff in dealing with especially irate or troubled individuals and may assist with court security.

This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.

MINIMUM QUALIFICATIONS:

Employment Qualifications

Education: College level coursework in criminal justice or closely related field providing a foundation for making determinations as to reasonable doubt, probable cause, and preponderance of evidence.

Experience: Three (3) years experience in a district court involving the processing of traffic and/or criminal cases which required knowledge of related state statutes; or three years of experience in law enforcement involving Michigan traffic and criminal laws. Requires some formal training, which may occur on-the-job, in criminal procedures.

Other Requirements: **Must be a registered voter of Eaton County.** Certification by the Michigan Supreme Court to conduct informal hearings.

FLSA Status: Exempt.

The qualifications listed above are intended to represent the minimum skills 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 selection or promotional criteria.

PHYSICAL REQUIREMENTS/WORKING CONDITIONS:

Physical Requirements *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

Ability to enter and retrieve information from a computer terminal.

Working Conditions:

Exposure to persons charged and/or convicted of criminal offenses.

Ability to take evening and weekend calls from law enforcement officers seeking search warrants.

Eaton County is an Equal Opportunity Employer
Eaton County Advises Job Applicants That It Does Not Discriminate On The Basis Of Disabled Status

APPLICATIONS MAY BE FILED ONLINE AT:

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Position #2018-10-136.08.03.01
MAGISTRATE - PART TIME (20 HOURS PER WEEK)

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1045 Independence Blvd.
Charlotte, MI 48813