



HUMAN RESOURCES

Telephone: (269) 467-5617

125 Main St.
P.O. Box 189
Centreville, MI 49032-0277

Magistrate/Judicial Associate

September 8, 2019

Wages: Salaried Non –Exempt - \$49,790.56 - \$64,728.04 in addition to a comprehensive benefit package.

Hours: Full Time, 40 hours per week; Monday through Friday (8:00 A.M. – 5:00 P.M.) Possible weekends/evenings with flex time as needed by the court.

General Position Description:

Under the supervision of the District Court Judge and the District Court Administrator, serves in a quasi-judicial capacity as prescribed by statute and court rule. Magisterial duties include adjudicating on traffic cases, conducting bond hearings in felony and misdemeanor cases, sentencing for misdemeanor charges as provided by statute, and issuing arrest, blood alcohol and search warrants. Assists in training and overseeing criminal and traffic staff and performs designated functions in the absence of the District Court Administrator.

EMPLOYMENT QUALIFICATIONS

Education: Bachelor's degree in criminal justice, criminal law or closely related field providing a foundation for making determinations as to reasonable doubt, probable cause, and preponderance of evidence.

Experience: Four years of experience involving processing traffic and/or criminal cases, or related experience such as law enforcement.

Other Requirements: Must reside within St. Joseph County and be a Registered Voter. State Court Administrative Office Magistrate training as specified to fulfill assigned duties. Ability to achieve LEIN Certification. A Michigan Vehicle Operator's License. Pass a Criminal Background Check. Proficiency in Microsoft Office.

Application Information: Applications and job descriptions are available in the County Human Resources Department office (Third floor) or applications online at www.stjosephcountymi.org: Mail resumes/applications to: St Joseph County Human Resource Department, 125 W. Main St., PO Box 189, Centreville, MI 49032, or email resume' in Word format to: hr@stjosephcountymi.org

Please submit applications by September 30, 2019

St Joseph County is an Equal Opportunity Employer