



### CITY OF OVERLAND PARK - POSITION DESCRIPTION

<b>TITLE:</b>	Judge Pro Tem	<b>BAND/LEVEL:</b>	00
<b>DEPARTMENT:</b>	Municipal Court	<b>JOB NO:</b>	1810
<b>DIVISION:</b>	Municipal Court	<b>DATE:</b>	12/01/2017
<b>REPORTS TO:</b>	Presiding Judge	<b>FLSA STATUS:</b>	Exempt
<b>FT/PT/SEASONAL:</b>	Part-time	<b>COST CENTER:</b>	131
<b>REPLACES:</b>	Judge Pro Tem	<b>LAST REVISED DATE:</b>	02/24/2002

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**JOB SUMMARY STATEMENT:** On a part time basis, serves as judge of courtroom proceedings. Ensures that all persons charged with the violation of municipal ordinances are treated fairly, equitably and in a manner consistent with constitutional principles. Arraigns persons, sets bonds, hears motions, appoints attorneys to counsel defendants, and advises defendants of charges against them. Hears and determines violation charges, commits persons to jail, assesses fines, determines probation/parole and termination of same. Reviews files of those who did not appear in court and determines disposition.

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#### DUTIES AND RESPONSIBILITIES:

1. Conducts courtroom proceedings of persons charged with violating municipal ordinances. Arraigns accused persons, advises persons of charges pending against them, possible penalties thereof, and their constitutional rights. Appoints counsel to represent defendants. Hears and determines violations and assesses penalties, if guilty. Commits persons to jail, assesses fines, and determines probation/parole status. Sets bonds, hears motions and writes legal opinions.
2. Reviews case files of all persons who did not appear in court. Determines whether warrants will be issued and sets bond amount. Signs warrants, reviews requests for dismissals from prosecutors. Reviews requests for continuances and acts on same. Enters appropriate enforcement orders.
3. Fulfills on-call weekend and holiday responsibilities as assigned, to include conducting custody hearings by video or in the courtroom.
4. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.
5. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

The above duties and responsibilities includes those tasks, physical and mental requirements, visual requirements, unique physical surroundings and mental/cognitive requirements listed in the Position Description Questionnaire and Task Analysis Worksheet.

## GENERAL QUALIFICATIONS

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### EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

- Completion of a juris doctorate in law.
- Admittance to the bar of the State of Kansas.
- Completion of 12 hours of continuing legal education credits per year.
- Must be a United States citizen.

### EXPERIENCE:

- Minimum of five years experience in the practice of law including criminal law and trial experience, or an equivalent level of experience.

### SKILLS:

- Excellent oral and written communication skills.
- Good listening skills.
- Group presentation skills.
- Ability to work in environment with constant interruptions.
- Lawful interviewing skills.
- Analytical skills.

### MENTAL REQUIREMENTS:

- Ability to read and comprehend city ordinances, state statutes and federal laws.
- Ability to apply courtroom rules impartially and fairly.
- Ability to analyze complex cases and apply ordinances, statutes and laws.
- Diplomacy and judgement.
- Good listening skills.
- Ability to work under distracting conditions.
- Abstract and logical reasoning.
- Patience.
- Concentration.
- Good memory skills.
- Sound judgement.
- Ability to recognize and protect confidential information.
- Ability to make independent decisions.
- Ability to meet specific time deadlines.
- Ability to work with officials from law enforcement agencies, city departments, state agencies, defense attorneys, and other community agencies.

### PHYSICAL REQUIREMENTS:

- Ability to view evidence presented and determine demeanor of witnesses.
- Ability to sit and be attentive for extended periods of time.
- Ability to speak clearly and distinctly in a courtroom.
- Ability to communicate effectively on telephone.

### SUPERVISORY RESPONSIBILITY (Direct & Indirect):

- Indirect supervision of all court personnel.

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.