

CITY OF MARTINSBURG



JOB: CHIEF MAGISTRATE

DATE: 9/28/2017

PAY GRADE: 14

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1. TASK & DUTIES LIST AND MEASURES OF PERFORMANCE FOR: CHIEF MAGISTRATE

- **PAY STATUS: EXEMPT-PROFESSIONAL**

2. REQUIREMENTS:

	Education:	Any combination of training, education and experience equivalent to two (2) years experience as a lawyer, judge, law enforcement, criminal justice or hearing officer in criminal or traffic cases.
	Licensing, Registration or Certification:	<p>Successful background check. No person convicted of a felony or any misdemeanor crime(s) as set forth in article eight, eight-a, eight-b, eight c, or eight d, Chapter sixty-one, of the West Virginia code is eligible to become Chief Magistrate.</p> <p>The person who has not been admitted to practice law in this state shall attend and complete the next available course of instruction in rudimentary principles of law and procedure. The course shall be conducted by the municipal league or a like association whose members include more than one half of the chartered cities and municipalities of this state. The instruction must be performed by or with the services of an attorney listed to practice law in this state for at least three years.</p> <p>The Chief Magistrate additionally, will be required to attend a course, on an annual basis, for the purpose of continuing education. Provided that the forgoing additional education requirement does not apply to Chief Magistrates who are attorneys admitted to practice in this state.</p> <p>Pre-employment screenings must be passed.</p> <p>Must possess and maintain a valid driver's license.</p>
	Experience	Education and experience listed above and/or combination of education and experience equivalent to education requirement listed above.
	Skills, Knowledge and Abilities:	<p>Knowledge of West Virginia Rules of Criminal Procedures for Magistrate Courts.</p> <p>Knowledge of West Virginia State Code.</p> <p>Knowledge of the Codified Ordinances of the City of Martinsburg and applicable case law.</p> <p>Knowledge of court procedures and operations.</p> <p>Knowledge and ability to utilize computer programs and file data entry.</p> <p>Ability to conduct legal research to determine the law applicable to a given set of circumstances.</p>

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		<p>Ability to complete and sign various legal forms.</p> <p>Ability to hear cases involving traffic violations, misdemeanors and municipal code violations, in order to render decisions.</p> <p>Ability to evaluate evidence presented to court and apply existing law in rendering decisions.</p> <p>Ability to interpret and apply case law to cases over which the Chief Magistrate presides.</p> <p>Ability to communicate rights and sentences in a manner that makes the information clearly understandable.</p> <p>Strong customer service orientation is essential. Employee must be able to positively impact defendants, attorneys and court staff in a calm, rational and reasonable manner.</p>	
Physical:	Body Positions:	Standing, walking, sitting,	
	Body Movements:	<p>Use hands/fingers to enter legal decisions into court file.</p> <p>Reach with hands and arms.</p> <p>Driving.</p>	
	Body Senses	Sight, hearing, speech and smell. Must be able to speak and hear.	
Mental:	Language	<p>Ability to read, speak and write English. Ability to effectively communicate and project positive attitude.</p> <p>Must be able to communicate effectively verbally and in writing</p>	
	Supervision	<p>Supervises the activities of the magistrates, municipal court clerks and municipal court cashier. Plans and carries out policies relating to the administrative, fiscal and clerical functions. Establishes workloads, assigns tasks and reviews the work of subordinates, departmental budget and monitors expenditures to ensure conformance within budget limits. Supervises the accuracy of departmental accounting such as posting to ledgers and balancing of revenue.</p>	
	Reasonable Accommodations	<p>Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p>	

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3. TASKS and DUTIES OF JOB: General Definition: The Chief Magistrate is responsible for presiding over the arraignments and pleas for misdemeanor and civil traffic cases filed with the Martinsburg Municipal Court. The Chief Magistrate is responsible for applying relevant Supreme Court Rules, state statues, City ordinances and case law when presiding over arraignments and pleas and may, from time to time, preside at trials to the court, pre-trial conferences, motions, reviews and signs complaints, issues warrants that merit probable cause for arrest and other hearings. Responsible for imposing sentences commensurate to the offense and within the parameters allowed by law. In addition, determine the conditions, which, if met, will allow the defendant's release from police custody.

	1	Maintains the required confidentiality of all work. Some work may be confidential and may be released to the public only by authorized personnel.
	2	Represents the City of Martinsburg in a professional and ethical manner.
	3	Maintains decorum and operates court in an ethical and legal manner.
	4	Presides over court proceedings as outlined above.
	5	Manage and maintain all data related to court processes.
	6	Generate and maintain all required reporting.
	7	Supervise subordinates in such a manner that court operates efficiently and effectively.
	8	Any and all other duties assigned by the City Manager.
4.		MEASURES OF PERFORMANCE
	1	Has a thorough understanding of job duties.
	2	Shows an interest in job and City. Represents the City in a professional and ethical manner.
	3	Communicates effectively with co-workers, supervisors, the public and all contacts. Maintains positive relationships with co-workers and all contacts.
	4	Accepts and adapts to change, Learns new things quickly.
	5	Cares about quality-rarely makes errors, Requires little direct supervision.

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	6	Has ability to multi task in changing situations, without undo stress or frustration.
	7	Practices quality employee/customer service/phone manner.
	8	Accurate in duties as assigned.
	9	Prepares required reports accurately and timely.
	10	Strives to develop and maintain skills necessary to progress in the Chief Magistrate position. Seeks opportunities to grow and develop in position.

<p>I have reviewed, and understand the task and duty description. The job description is not exhaustive. Duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties does not exclude me from the duties if the work is similar, related, or a logical assignment to the position. The City reserves the right to revise the job description or require that other tasks be performed when the circumstances of the job change: example, emergencies, changes in personnel, workload or technical development and as the needs of the City and job requirements change.</p>			
Employee	Date	Supervisor	Date