



Village of Salado

301 N. Stagecoach Rd., P.O. Box 219, Salado, Texas, 76571
Phone: (254) 947-5060 – Fax: (254) 947-5061

Village of Salado Municipal Court Judge

Description

The Municipal Court Judge is responsible for conducting courtroom proceedings in the Salado Municipal Court. The Municipal Court Judge will serve a two-year term and is responsible for conducting arraignments, pretrial disposition conferences, calendar calls, jury, and non-jury criminal trials. This position has the responsibility of presiding over Municipal Court proceedings, specifically focusing on class "C" misdemeanor cases. Your role involves conducting court sessions to address individuals accused of violating Village laws, ordinances, and misdemeanor offenses within the court's jurisdiction. The Salado Municipal Court is a Court of limited jurisdiction; it exercises original jurisdiction over all violations of any ordinance of the Village and concurrent jurisdiction over all misdemeanor violations of the law of the State of Texas committed within the Village. Duties require the exercise of considerable independent judgment in managing the docket, ruling on motions, and adjudicating cases. Work is performed in accordance with the law and is subject to review by a higher court through an appeal or special action.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This list is not intended to be construed as a comprehensive list of all functions, responsibilities, skills, and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

- Hears cases and renders judgments, establishing appropriate sentences and fines, as necessary.
- Conducts arraignments, court trials, jury trials, pre-trial hearings, mitigation hearings for criminal traffic and non-traffic violators.
- Accountable for the integrity and appropriateness of the judgments made in court.
- Keeps up to date on current court procedures, including The Texas Justice Court Rules and Regulations, all applicable state and federal laws, and Village ordinances.
- Works with Village Municipal Court staff and officials in the development of new procedures and programs.
- Magistrates Class A and B misdemeanors and felony defendants.
- Performs Magistrate duties as outlined in Texas State law including but not limited to: Presiding over hearings and setting bail amount and conditions for defendants who have been arrested.

- Advise inmates of their rights and accepts pleas.
- Review and signs arrest warrants, search warrants, summons, magistrate warnings, emergency protective orders, prisoner transfer documentation, appeal bonds, affidavits, judgments, and dismissals.
- Conducts Bench Trials and determines innocence or culpability and levies fine or bail commensurate with the violation in such a manner to preserve equity and uniformity in the application of existing laws and ordinances.
- Conducts Jury Trials and directs jurors in trial cases on proper interpretation of law.
- Coordinates court activities and judicial policy with the Court Administrator.
- Reviews and signs court related paperwork in a timely and efficient manner to promote efficient and effective court operations and collections.
- Perform legal research on occasion as needed.
- Makes rulings on motions filed by attorneys.
- Performs other duties pertinent to the position.
- Regular, reliable, and non-disruptive attendance is an essential function of this position, as it is the ability to create and maintain professional, harmonious working relationships with others.

Requirements

Education & Experience:

Licenses, Certificates, Registrations, and Training:

- Must obtain and maintain Texas Municipal Courts Education Center Certification (TMCEC) annually.
 - Unless already obtained, new attorney judges must complete 16 hours of live instruction at a seminar or clinic within one year of taking office.
 - Unless already obtained, new non-attorney judges must complete a minimum of 32 hours of in-person continuous instruction at a TMCEC New Judges Seminar.
 - Beginning with a judge's second year of education, shall annually complete 16 hours of judicial education between September 1st and August 31st.
 - The required 16 hours must consist of at least eight hours of live instruction from a TMCEC seminar or clinic. The remaining 8 hours of education can be satisfied through live presentation, online education, or any combination of approved live events and online education. This is often referred to as flextime.