



City of Tempe

PRESIDING JUDGE

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	002	<i>Department:</i>	Courts
<i>Supervision Level:</i>	Appointed	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Unclassified**	<i>Market Group:</i>	Presiding Judge
<i>Safety Sensitive / Drug Screen:</i>	No	<i>Physical:</i>	No

Click [here](#) for more job classification information including current salary range.

****This classification is unclassified which means the employee, or the City can terminate the employment relationship at any time, for any or no reason, with or without cause or notice.**

REPORTING RELATIONSHIPS

Exercises direct supervision over judicial and non-judicial staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Five (5) years of experience as an appointed or elected full-time judge with a Court in Arizona, or five (5) years of experience as a full-time Court Commissioner who also serves as a full-time Judge Pro Tem in an Arizona Court. Preference will be given to those candidates who have served as a judge in a limited jurisdiction court, and who have a total of ten (10) years of experience in the legal profession. Preference will be given to those candidates who have administrative, managerial, and supervisory experience in the public sector.
<i>Education:</i>	Juris Doctorate from an accredited law school.
<i>License / Certification:</i>	Member of the State Bar of Arizona in good standing for a minimum of five (5) years.

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

Actively support and uphold the City’s stated mission and values. Direct, organize and supervise the administration of the judicial and internal administrative functions of the Municipal Court. The Presiding Judge shall perform administrative duties as set forth in Arizona Supreme Court Administrative Order 2005-32, and as may be delegated by the Presiding Superior Court Judge. Serves as chief executive officer of the City of Tempe Municipal Court.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Determine judicial assignments for assigned judicial officers and establish and maintain standard working hours and times to discharge those assignments.
- Supervise judicial and non-judicial personnel; delegate duties and responsibilities as necessary.
- Establish docketing, calendaring and case management policies and procedures.
- Develop and supervise the administration of the Municipal Court budget.
- Comply with statistical reporting, jury management and records management policies and procedures established by the Supreme Court.
- Provide oversight to the compliance of all rules, regulations, and administrative orders applicable to municipal courts.
- Cooperate and coordinate with the Presiding Superior Court Judge concerning the administration of the Municipal Court.
- Provide regular communications to the Mayor and Council.
- Perform related duties as assigned by the Presiding Judge of the Superior Court or the Supreme Court.
- Provide pro-active performance planning utilizing performance management tools.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Work is performed in a general office environment with moderate noise;
- Operate a variety of standard office equipment including a computer, telephone, calculator, copy machine;
- Continuous and repetitive arm, hand and eye movement;
- May work in a stationary position for considerable periods of time;
- May lift and carry materials weighing up to 25 pounds;
- May require extensive reading and close vision work;
- May require working extended hours;
- May work alone for extended periods of time;
- May travel to/from meetings and various locations.

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others

Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies</p>		

JOB DESCRIPTION HISTORY
<p><i>Effective February 1994</i> <i>Revised February 2010 (Updated job duties)</i> <i>Revised February 2016 (Updated Job Title, Essential Functions & Minimum Qualifications)</i></p>