



# City of Tempe

## CITY JUDGE

JOB CLASSIFICATION INFORMATION			
<i>Job Code:</i>	005	<i>Department:</i>	Court
<i>Supervision Level:</i>	Appointed	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Unclassified**	<i>Market Group:</i>	City Judge
<i>Safety Sensitive / Drug Screen:</i>	No	<i>Physical:</i>	No
Click <a href="#">here</a> for more job classification information including current salary range.			
**This position 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.			

DISTINGUISHING CHARACTERISTICS
City Judges shall be appointed by the City Council for an initial two-year term of office followed by subsequent terms of up to a maximum of four years. The City Council may suspend or remove a Judge for any reason authorized by law. City Judges shall comply with all personnel rules of the city as well as all applicable Arizona Supreme Court Rules and local court rules.

REPORTING RELATIONSHIPS
Receives general direction and work assignments from the Presiding Judge and from other supervisory or management staff as directed by the Presiding Judge.
Coordinate with court staff as required in the performance of judicial duties.

MINIMUM QUALIFICATIONS	
<i>Experience:</i>	Five (5) years of experience as a practicing attorney. Experience in criminal law and trial practice as well as a judicial officer in a limited jurisdiction court is preferred.
<i>Education:</i>	A 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. Perform professional judicial duties in interpreting and applying the local, state, federal laws, and court rules while managing and adjudicating assigned cases.

## 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.

- Participate in discussions and decision-making regarding court operations relative to judicial duties upon invitation from the Presiding Judge.
- Be familiar with and work within the courts case management system.
- Preside over a variety of hearings including criminal misdemeanor and traffic arraignments, criminal jury and non-jury trials, protective order hearings, pre-trial conferences, and motion hearings.
- Review and rule on requests for continuances.
- Conduct hearings for protective orders and prepare the appropriate orders; Review search warrant applications; manage warrant recalls and reissuances.
- Review and issue summons, subpoenas, arrest warrants and other court orders.
- Review of financial disclosure statements.
- Review and issue seized property releases and transfers.
- Correspond with non-local defendants for dispositions of cases by mail or electronically.
- Perform legal research
- Participate in performance reviews and professional development planning.
- Maintain appropriate dialogue with all court staff.
- Perform related duties as assigned by the Presiding Judge or their designee.

## 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

*For more information about the City of Tempe's competencies for all classifications:*

[City of Tempe, AZ : Competencies](#)

## JOB DESCRIPTION HISTORY

*Effective November 1988*

*Revised June 1994*

*Revised February 2007*

*Revised March 2008 (job duties)*

*Revised October 2017 (update job duties and min qualifications)*

*Revised September 2018 (update union code to CON – Contract/Council appointed positions)*

*Revised September 2024 (job duties)*

## PHYSICAL DEMANDS AND WORK ENVIRONMENT

**Job Title: City Judge**

**Job Code: 005**

	Never	Occas.	Freq.	Contin.
ENDURANCE / ENVIRONMENT / MOVEMENT	0% of time	1-35% of time	36-65% of time	66-100% of time
Sit				x
Stationary / Stand		x		
Move / Traverse		x		
Machinery*	x			
Electrical*	x			
Power Tools*	x			
Hand Tools*	x			
Personal Protective Equipment*	x			
Respirator*	x			
Airborne Chemical Exposure	x			
Airborne Biological Exposure	x			
Computer Software				x
Physically handling of chemicals	x			
Indoors				x
Outdoors	x			
Around, in or on water	x			
Extreme Heat	x			
Extreme Cold	x			
Office Setting				x
Confined Spaces	x			
Excessive Noise**	x			
Heights	x			
Sewage Exposure	x			
Bodily Fluid or bloodborne pathogen exposure	x			
Bend / Stoop / Twist	x			
Crouch / Squat	x			
Kneel / Crawl	x			
Above Shoulder Level	x			
Below Shoulder Level			x	
Repetitive Arm Use		x		
Repetitive Wrist Use		x		
Repetitive Hand Use		x		
Climb Stairs / Ladders	x			
Neck Range of Motion		x		
Traverse Uneven Surface	x			
Traverse Even Surface		x		

VEHICLE OPERATION	YES	NO
Will this position drive a City vehicle?		x
Will this vehicle require a Commercial Drivers License?		x

VISION REQUIREMENTS	YES	NO
<b>Close</b> (clear vision at 20 inches or less)	x	
<b>Distance</b> (clear vision at 20 feet or more)	x	
<b>Color</b> (ability to identify and distinguish colors)	x	
<b>Depth Perception</b> (three-dimensional vision, ability to judge distances and	x	
<b>Peripheral</b> (ability to observe an area that can be seen up and down or to the	x	
<b>Ability to adjust focus</b> (ability to adjust the eye to bring an object into sharp focus)	x	

Maximum LIFT / CARRY	Lift	Carry	Maximum PUSH / PULL	Push	Pull
5-25lbs	x	x	5-25lbs		
26-50lbs			26-50lbs		
51-75lbs			51-75lbs		
76-100lbs			76-100lbs		

ADDITIONAL CONSIDERATIONS:
<ul style="list-style-type: none"> <li>- May require working extended hours.</li> <li>- May work alone for extended periods of time.</li> <li>- Other mental attributes essential to this classification.</li> </ul>

*DEFINITIONS/EXAMPLES
<b>Machinery:</b> bucket truck, riding mowers, backhoe etc.
<b>Electrical:</b> wiring, outlets, fuses etc.
<b>Power Tools:</b> push mowers, jackhammers, drills, chainsaw etc.
<b>Hand Tools:</b> hammers, wrenches, shovels, wheel barrels, saws etc.
<b>Personal Protective Equipment:</b> Tyvek coveralls, hard hats, fall protection harness etc.
<b>Excessive Noise</b> exists when you raise your voice to communicate with someone who is 3 ft away.
<b>Respirators:</b> 1/2 face or full-face cartridge.
<b>Hepatitis A and Hepatitis B</b> vaccinations are offered to employees in the OSHA bloodborne pathogens

*\*\*Hearing test is required*