

**INGHAM COUNTY
JOB DESCRIPTION**

MAGISTRATE/DISTRICT COURT

General Summary:

As Magistrate, serves in a quasi-judicial capacity as prescribed by statute under the direction of the Chief Judge of the 55th District Court. Typical duties include conducting informal civil infraction hearings, conducting small claims hearings, conducting criminal arraignments, accepts pleas and sentences on certain minor offenses before trial, issuing arrest and search warrants as properly authorized, and setting and collecting bonds. Oversees clerks in the maintenance of records and ensures proper disposition of all cases processed.

Essential Functions:

An employee in this position may be called upon to do any or all of the following: (These examples do not include all of the tasks which the employees may be expected to perform.)

1. Conducts first appearance arraignments for individuals appearing before the court for criminal and ordinance violation cases. This includes acceptance of any written demand or waiver of the preliminary examination or jury trial. This requires being available for hearings on weekends and holidays.
2. Accepts guilty pleas and sentences individuals charged with offenses specified by statute or a local ordinance substantially corresponding to these acts, including violations of the Michigan Vehicle Code, Michigan Sportsman Fishing Law, The Wildlife Conservation Act, The Marine Safety Act, The Motor Carrier Act, The Motor Carrier Safety Act, The Snowmobile Regulation Act, The Dog Law of 1919, The Michigan Liquor Control Act, The Department of Natural Resources Act, The Littering Act, The Hunting and Fishing License Act, The Recreational Trespass Act, and General and Specific Trespassing Violations.
3. Accepts criminal complaints from law enforcement officers. Issues misdemeanor and felony warrants upon determination of probable cause for the arrest of a person upon written authorization of the Prosecuting Attorney or Municipal Attorney and sets the pre-arraignment bond.
4. Sets bond on bondable offenses based on the seriousness of crime, likelihood of the court appearance of the defendant, and other relevant factors as defined by court rule. Prepares forms for release of persons from jail on personal recognizance.
5. Hears and presides over civil infraction admissions and admissions with explanations. Conducts informal hearings in traffic civil infraction actions, municipal civil infraction actions, and state civil infraction actions, including imposition of sanctions.
6. Hears and presides over the Small Claims Division of the District Court, conducting hearings in civil actions, including rendering judgments.
7. Approves and grants petitions for the appointment of an attorney to represent an indigent defendant accused of any misdemeanor offense punishable by imprisonment for not more than one year or ordinance violation punishable by imprisonment.

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8. Suspends payment of court fees by an indigent party of any civil, small claims, or summary proceeding action.
9. Upon written petition of the Prosecutor or municipal attorney, signs a nolle prosequi to dismiss any criminal or ordinance violation case over which the court has jurisdiction and releases any bail bond or bail bond deposit.
10. Accepts affidavits from law enforcement officers and upon determination of probable cause, will issue search warrants. This requires being available for hearings on weekends and holidays from place of residence.
11. Performs civil marriage ceremonies.
12. As the Law Enforcement Information Network (L.E.I.N.) Terminal Agency Coordinator, trains, examines and certifies clerks as L.E.I.N. terminal operators. Supervises and directs clerks and probation officers in the operation of the LEIN computer system, including obtaining criminal history and driving record information.
13. Acts as a magistrate in the 54-A District Court and the 54-B District Court as part of a multi-district plan as approved by State Court Administrative Office.
14. In the absence of the Court Administrator, acts as Assistant Court Administrator, performing administrative and supervisory duties. Such duties mainly include checking voice mail in the morning for employee illness or approving leave in the absence of both Judges.
15. Performs other duties as assigned by the Judges.

Other Functions:

16. None Listed.

Employment Qualifications:

Education: Must possess law degree from an A.B.A. approved law school.

Experience: Must have more than five years of progressive and relevant experience in criminal/traffic law or law enforcement experience.

Other Requirements:

Must be able to perform a large volume of hearings on a daily basis, including civil infraction hearings, arraignments and warrant validation hearings. Attorney/Magistrate will also conduct Small Claims hearings. Must have detailed knowledge of relevant statutes, court rules and decisions of the Michigan Supreme Court and Michigan Court of Appeals. Must have knowledge of the technical and practicable applications of various speed measuring devices, traffic crash dynamics and investigation techniques.

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Must be able to function within a computerized environment, including L.E.I.N. system, and within a Windows environment, as well as the legal research system and the court's docketing computers.

Must act in a neutral and detached manner in administering the various matters, conduct being governed by the Code of Judicial Conduct.

Must be bonded.

Must be able to direct court clerical staff to insure records are kept in an accurate manner and properly reported to appropriate state agencies.

Activities may include 24 hour on-call status, evening hearings, and weekend arraignment duties consistent with a multi-district plan.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements (This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements):

Working Conditions:

Works in office conditions.