



City of Helena

816 Hwy 52 East, Helena, AL 35080

Municipal Court Magistrate

Job Type: Full Time

Closing Date: October 7, 2022 at 5:00PM

All applications are at City Hall and must be turned in to City Hall attention Amanda Traywick

Salary Range: \$39,873.60 - \$50,519.20

Description

The purpose of the Municipal Court Magistrate classification is to perform administrative work functions associated with processing information/documentation, maintaining records, assisting court officials, and providing information related to Municipal Court cases, activities, and operations.

Principle Duties

- Processes a variety of documentation associated with departmental operations, per established procedures and within designated timeframes; distributes documentation or retains records as appropriate.
- Operates a computer to enter, retrieve, review or modify data in computer database; enters traffic citations, misdemeanor complaints, case dispositions, and other data; verifies accuracy of entered data; makes corrections as appropriate; utilizes word processing, database, or other software programs.
- Prepares or completes various forms, reports, correspondence, warrants, subpoenas, warrant recalls, dockets, notices, complaints, citations, appeals, waivers, bonds, orders, summonses, check requests, purchase requisitions, or other documents manually or via computer or typewriter.
- Receives various forms, reports, correspondence, citations, depositions, dispositions, complaints, payments, manuals, code/ordinance books, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.
- Receives monies in payment of bonds, fines, restitution, or other departmental fees or services; records transactions; issues receipts; posts payments to computer and ledger; balances cash; prepares bank deposits; issues check requests for bond refunds.
- Obtains traffic citations and misdemeanor complaints from police; interviews citizens upon receipt of complaints; reviews violations to determine existence of probable cause.
- Issues warrants and subpoenas as appropriate.
- Reviews dispositions after action by judge; ensures that final dispositions are forwarded to FBI and Alabama Law Enforcement Agency (ALEA)
- Conducts initial bond hearings for Domestic Violence cases.
- Monitors case files to ensure payment and time served.

- Prepares departmental files; maintains file system of departmental records.
- Receives, opens, and distributes incoming mail; prepares outgoing mail.
- Copies and distributes forms, reports, correspondence, other related materials.
- Certifies court records for attorneys and other courts.
- Performs research functions as needed.
- Answers the telephone; provides information, guidance and assistance; takes and relays messages or directs calls to appropriate personnel; returns calls as necessary.
- Communicates with supervisor, employees, other departments, law enforcement officials, defendants, judges, attorneys, prosecutors, officials of other courts, bonding companies, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.
- Maintains a comprehensive, current knowledge and awareness of applicable laws/regulations; reads professional literature; attends workshops and training sessions as appropriate.
- Organizes and prioritizes department workload; makes work assignments; monitors status of work in progress; inspects completed work.
- Rotates through periods of being on call to perform any of the magistrate's duties at any time of day.
- Performs other related duties as assigned.
- May be required to travel within the state for training purposes.

Qualifications

- High school diploma or equivalent and certification is a plus but not mandatory.
- Must possess and maintain the Alabama Municipal Court Magistrate Certification within one (1) year of employment.
- Licenses or Certifications: Valid State of Alabama driver's license

GENERAL INFORMATION CONCERNING CIVIL SERVICE EXAMINATIONS

THE CITY OF HELENA IS AN EQUAL OPPORTUNITY EMPLOYER. It strives for the constant improvements to the public service by employing and developing the best qualified people available regardless of their race, color, creed, sex, political beliefs, national origin, age, or handicap.

FILING AN APPLICATION: Applicants whose completed applications are not received by the date and time specified above may not be considered.