



# Human Resources Department

## Forms And Documents

HRP-03 Effective Date: 07.05.2017

*This position announcement constitutes neither a written or implied contract of employment. The City of Fairhope reserves the right to revise, alter and/or change the job description for this position, as the City deems necessary.*

### POSITION ANNOUNCEMENT

The following position is now open. Current employees interested in this position must submit an application within ONE WEEK of the announcement date. Applications for Employment are available at the 161 N. Section Street, Monday - Friday, from 8:00 a.m. to 5:00 p.m. or online at [www.cofairhope.com](http://www.cofairhope.com). Applications and resumes can be mailed to City of Fairhope, ATTN: HR, P.O. Drawer 429, Fairhope, AL 36533. Applications received after the closing date will not be considered.

### Position Information

Job Title: Court Magistrate Department: \_\_\_\_\_

Job Status:  Regular Full-Time  Temporary Full-Time *If temporary, give required dates of service:*  
 Regular Part-Time  Temporary Part-Time *From: \_\_\_\_\_ To: \_\_\_\_\_*

Standard Scheduled Hours: 8:00 a.m.– 5:00 p.m., Days to be Worked: M-F, on call, evening court  
evenings, on call

Starting Pay Rate: \$33,116.66-43,051.65 Pay Grade 20  
- \$52,986.65

**Position Description:** General nature/purpose of work: The purpose of this position is to perform a wide variety of technical and complex legal and clerical duties to support of the Municipal Court judicial services and administrative functions of the court office.

**Primary Responsibilities Include:** Under the direction of the City of Fairhope Municipal Judge, the Court Magistrate, performs administrative work functions associated with processing and providing information/documentation, and maintaining records, and assisting court officials, and providing information related to the Municipal Court cases, activities, and operations.

**Duties Include:** Represents office in a professional capacity; assume confidentiality in all matters. Requires frequent effective interaction with the public, both on the telephone and in person. Receives and inputs all criminal and non-criminal cases written by all law enforcement agencies in the City of Fairhope. Attends and maintains accurate recording records of all court proceedings held in Municipal Court, including hearings requiring interpreters and jury trials. Responsible for all exhibits entered as evidence, official memoranda, contracts, and agreements for criminal and civil cases. Prepares court calendars for scheduled hearings and process files after said hearings, forwarding all documents to appropriate agencies.

**Minimum Qualifications Standards:** High school diploma or GED; 2-3 years of responsible court services work or an equivalent combination of education and experience, OR any equivalent combination of education and experience \*\*\***Special Requirement:** Current Certification in Alabama as a Municipal Court Clerk/Magistrate.

**Posted:** 2/05/2018

**Open:** Until Filled

*The City of Fairhope is an Equal Opportunity Employer, maintaining a Drug-Free Workplace. Pre-employment drug testing is performed. The City reserves the right to re-advertise positions or to not fill positions after advertising.*

