

**CITY OF CHESTER, SOUTH CAROLINA
JOB DESCRIPTION**

**JOB TITLE: MUNICIPAL JUDGE
MUNICIPAL COURT, Part time, Domestic Violence Court
EXEMPT STATUS - EXEMPT**

GENERAL STATEMENT OF JOB

Performs professional judicial duties in interpreting and applying local, state and federal laws and handling all domestic violence cases including conducting bench trials, jury trials, bond hearings, and failure to comply hearings within the jurisdiction of the municipality of Chester under the supervision of the assigned Municipal Judge. The DV Municipal Judge is appointed by Chester City Council. This is a grant-funded position.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB TASKS

Specific Functions:

- Conducts jury trials, bench trials, pretrial conferences, bond hearings, and failure to comply hearings monthly as needed, minimally 1-2 times per month.
- Staying informed of all state and federal laws and changes in the law related to domestic violence.
- Issuing arrest warrants, search warrants, commitments and discharge orders in domestic violence cases.
- Prepare returns in cases where defendants appeal domestic violence cases.
- Performs legal research.
- Attends trainings annually on domestic violence.
- Mandatory participation in VAWA project committee meetings.
- Perform other duties as required.
- Works 20 hours per week, not to exceed 28 hours per week.

Minimum Education and Experience:

- Graduation from an accredited law school, an attorney admitted to the practice of law before the courts of record in South Carolina with at least eight (8) years of experience as a practicing attorney, preferably 2-3 years magistrate/municipal experience, but not required.
- Must be in good standing with the South Carolina Supreme Court.
- Must possess (or obtain) licensure through the South Carolina Court Administration within six months of taking office.

Requirements of Work:

- Considerable knowledge of the South Carolina criminal laws and caselaw as it relates to domestic violence.

- Considerable knowledge of the South Carolina Rules of Court, including the South Carolina Rules of Criminal Procedure and South Carolina Rules of Evidence.
- Considerable knowledge of constitutional rights of defendants in criminal proceedings.
- Ability to be available during nights/weekends and holidays must be available to render services as requested.
- Must be able to the Municipal Clerk of Court and Chester Police Department.
- Ability to prepare correspondence, court orders, returns, jury instructions, using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to be generally available to attend mandatory meetings in person and/or on short notice and the ability to be reached promptly by phone.
- Considerable knowledge of the legal system it processes and procedures.
- Ability to communicate orally with defendants, witnesses, and the public in group settings to give instructions or information and to respond to questions.
- Ability to conduct and control court proceedings, elicit pertinent information and confine witnesses and litigants to relevant issues, appraise factual situations and make appropriate decisions promptly and in accordance with the law.
- Ability to establish and maintain effective working relationship with other judges, attorneys, court and law enforcement personnel.
- Ability to exercise sound judgment in making decisions and preventing errors that might adversely affect the court and the court system.
- Ability to effectively communicate, both orally and in writing.
- Ability to use of personal computers, Microsoft applications, and specialized computer systems and applications designed to improve court efficiency.

Notice of application should be submitted to City of Chester Human Resources Department, Attention Carla Roof, 100 West End Street, Chester, SC 29706, or email to croof@chester.sc.gov Applications accepted until 12 noon, Thursday, October 26, 2017. The City of Chester is an EOE-H. Position is Subject to the following Background Checks: Credit Check, Criminal History, Driving History, Drug Test and Medical/Physical.