



CITY OF COLORADO SPRINGS
invites applications for the position of:

Per Diem Municipal Court Judge

SALARY: See Position Description

DEPARTMENT: Municipal Court

OPENING DATE: 01/27/23

CLOSING DATE: 01/27/23 04:00 PM

FLSA: Exempt position

DESCRIPTION / POSITION OVERVIEW:

Per Diem Municipal Court Judge

The Municipal Court has jurisdiction over violations of City Charter provisions and City ordinances. Court proceedings are governed by City ordinances, court rules, and state statutes. Municipal Court handles all types of traffic and criminal violations. Many of the traffic violations are payable to the court, but most criminal violations require an appearance in court before a judge.

The Per Diem Municipal Court Judge is guaranteed 12 docket days per year at a rate of \$590.90 per docket day (2 dockets per day), or \$295.45 per docket. These 12 docket days are to cover for the Presiding Judge to allow for administrative work. These days are not set and can be flexible with the Per Diem Municipal Court Judge's schedule. Associate Municipal Court Judges may coordinate with the Per Diem Municipal Court Judge to cover dockets at this same rate. These funds will be deducted from the Associate Municipal Court Judge's pay.

<https://player.vimeo.com/video/370116685>

Come explore the possibilities a career with the City of Colorado Springs can offer!

Colorado Springs is One of the Best Places to Live according to



[Learn About the City](#)
(This information may change annually).



Essential Job Functions - the basic job duties an employee must be able to perform:

- Interpret, apply, and enforce local ordinances and applicable state laws

- Review citations and Municipal Court information received from the Police Department, Humane Society, Code Enforcement, Parking Enforcement and Fire Department
- Review complaints, summons, affidavits for search and arrest warrants, motions and petitions for revocation, prisoner information, affidavits, and other legal documents
- Issue subpoenas, warrants, contempt citations, appeal bonds
- Levy fines and bail commensurate with violations of the law
- Prepare and analyze comprehensive legal documents
- Examine evidence in criminal cases
- Preside over Municipal Court for alleged violations of City ordinances, including, but not limited to, traffic violations, criminal violations, and property violations
- Conduct court dockets, including arraignments, pre-trials, court trials, jury trials, juvenile hearings, motions hearings, revocation hearings, and other hearings appropriately docketed in Municipal Court
- Provide written legal instruction to empaneled jurors
- Provide either written or verbal findings
- Must abide by the provisions of the Code of Ethics, City Code 1-3-101 et seq. and all applicable rules and standards that apply to the attorney profession
- Use Colorado Code of Judicial Conduct as guidance to ensure conduct conforms to general principles it embodies.

We are looking for candidates who demonstrate

Ability to:

- Use the Colorado Code of Judicial Conduct as guidance in conforming to the general principles it embodies
- Interpret and apply law and the Colorado Municipal Court Rules of Procedure
- Embrace and perform duties in professional manner (fair, dignified, courteous, etc.)
- Provide excellent internal and external customer service
- Effectively exercise considerable independent judgment in managing dockets, ruling on motions, and adjudicating cases.
- Establish and maintain effective work relationships with employees, City officials, the court system, and the general public
- Communicate clearly and concisely, verbally and in writing
- Remain independent, fair, dignified and courteous.

SUCCESSFUL CANDIDATES WILL HAVE:

- Bachelor's degree and Doctor of Jurisprudence from an accredited college or university
- Must have seven (7) or more years experience in the practice of law in the State of Colorado
- Must be an attorney licensed to practice law in the State of Colorado and be in and remain in good standing
- Must not be a party or attorney in a lawsuit against the City of Colorado Springs and must not be an attorney representing defendants in the Colorado Springs Municipal Court
- Must be a resident of the State of Colorado and a citizen of the United States

IDEAL CANDIDATES WILL ALSO HAVE:

ADDITIONAL INFORMATION:

The City of Colorado Springs offers additional compensation depending on the position, area of assignment, and specific job assignments, including shift differential, pay differential, acting or lead, special assignment, hazard pay, longevity, cell phone allowance, uniform allowance, relocation, awards, standby, call out, compensatory time off, tuition, overtime, extra duty, incentive, holiday premium, proficiency, and vacation sell back.

The background check process for this position includes being fingerprinted. Fingerprints will be used to check the FBI's criminal history records.

NOTE: This job announcement is not intended to include a complete listing of all responsibilities, knowledge, skills, and abilities associated with the position.

The City does not sponsor applicants for work visas. **If hired, you will be required to provide proof of your eligibility to work in the United States.**

Apply to Join Our Team

- Please visit [Colorado Springs Jobs](#) and click on 'Apply for a City Career' > 'City Career Postings – Apply Now' button to complete an online application. All job applicants will need to create a new login and online application (unless you already have a NEOGOV/governmentjobs.com user ID and password).
- Completing your application in full, including the entire work experience section, will assist Human Resources (HR) in the applicant screening process. Your application may not be considered if all of the information requested for each employer you list is not provided.
- Our NEOGOV application system does not allow you to edit your application after it has been submitted for a position. If you want to make changes, you may submit another application prior to the position's closing date and time listed in the job posting. HR will review the last application you submit for a position.

The City's job classifications, including physical demands and descriptions, can be found on the [website](#).

You can view the status of your [application](#) here.

To be notified of future career opportunities, go to coloradosprings.gov/jic

Equal Opportunity Employer



The City of Colorado Springs is committed to a culture that values our employees' unique individual qualities and fosters an inclusive environment where people want to be.



30 South Nevada Avenue, Suite 301
Colorado Springs, CO 80903
719-385-5171
719-385-5171

Catherine.Bustos@coloradosprings.gov

Per Diem Municipal Court Judge Supplemental Questionnaire

- * 1. Do you have a Bachelor's degree and Doctor of Jurisprudence from an accredited college or university?
 - Yes
 - No
- * 2. Do you have seven (7) or more years experience in the practice of law in the State of Colorado?
 - Yes
 - No
- * 3. If yes, please explain your experience in detail, including your role and where you gained the experience. If no, please enter n/a.

- * 4. Are you an attorney licensed to practice law in the State of Colorado and in and will remain in good standing?
 - Yes
 - No
- * 5. Are you a party or attorney in a lawsuit against the City of Colorado Springs and must not be an attorney representing defendants in the Colorado Springs Municipal Court?
 - Yes
 - No
- * 6. Are you a resident of the State of Colorado and a citizen of the United States?
 - Yes
 - No
- * Required Question