



The City of Pelham is currently accepting applications for the full-time position of **Magistrate**. This position reports to the Court Clerk. The municipal court magistrate advances all municipal court cases through the judicial process on a municipal level as required by the Alabama Rules of Judicial Administration, Alabama Rules of Criminal Procedure and The Code of Alabama 1975.

Magistrates are considered chief officers of Municipal Court and are subject to the administrative direction of the Clerk of Municipal Court. Magistrates are appointed to serve upon the written recommendation of the Municipal Court Judge. Work is performed independently and includes performing the following duties:

- Determines probable cause for the issuance of warrants of arrest or summons for criminal offenses. May issue subpoenas; depose suspects, victims, and witnesses; and review evidence. When appropriate, the magistrate issues a warrant of arrest or summons charging the suspect with that crime.
- Conducts hearings with jailed inmates to set bail; approve cash, property, and surety bonds. Magistrates are authorized to release defendants charged with municipal offenses on their personal recognizance, while considering the safety of the victim, the best interests of the suspect and their likelihood of court appearance, and potential liability to the city.
- Interviews inmates charged with crimes involving domestic violence to determine conditions that will be placed on their release.
- Receives pleas of guilty on certain cases and then adjudicates those cases. May dismiss certain types of charges, conduct arraignments, and set non-guilty pleas for trial, as well as grant continuances.
- Oversees court proceedings by managing defendants and defense attorneys, while settling cases contained on the docket.
- Conducts compliance and probation dockets, meeting with defendants to ensure Judge's orders are followed. Coordinates and facilitates defendants' interaction, required attendance and completion of court ordered programs and counselling services.
- Processes payments, maintains a balanced cash drawer, and prepares daily deposits. This includes transactions from the court office window, mailed, and online payments.



- Performs administrative tasks to include managing case files, preparing dockets and processing incoming citizens' correspondence and requests.
- Determines after court action for defendants who failed to appear in court including issuing Failure to Appear warrants, suspending drivers' licenses, and forfeiting bonds.
- Provides on-call support to the Pelham Police Department remaining available 24 hours a day, 7 days a week to the police department to conduct hearings and to screen and issue warrants as needed by citizens and the Pelham Police Department.

**Education/Experience:** Bachelor's degree (B. A.) from College or university or equivalent combination of education and experience. Prior experience working in similar role is preferred.

**Certificates and Licenses:** Municipal Court Magistrate Certification through Alabama Judicial College; ACJIC/NCIC Certification preferred or must be obtained by the first anniversary date of employment.

**Computer Skills:** To perform this job successfully, an individual should have knowledge of Word Processing software. Must be able to learn how to operate court case management software proficiently. Must be able to learn how to operate ACJIC/NCIC software proficiently.

**Compensation** is \$46,679.78 – \$63,619.73, depending on experience, education, and other training. The City of Pelham offers an excellent benefits package.

The final date to submit applications is **Monday, October 3, 2022, at 5pm.**