

REQUEST FOR QUALIFICATIONS: JOB TITLE: Municipal Judge

DATE: June ,2011

PURPOSE OF POSITION

Performs judicial activities and oversees the judicial functions of the Municipal Court, ensuring conformance with legal and departmental requirements. Works under general employment contract provisions set forth by the City Council which is empowered to appoint and remove the Municipal Court Judge as an officer of the City under the Charter for the City of Yachats. The municipal court, consistent with relevant constitutional provisions, statutes, and case law, shall maintain its independence from the executive and legislative branches, while recognizing that this should be accomplished in a cooperative manner.

The person selected must take an oath of office, , comply with the Code of Judicial Conduct and be subject to ethics laws applicable to this office.

ESSENTIAL JOB FUNCTIONS

Municipal Court Operations:

- Serves as judicial officer of the City.
- Presides at hearings of persons charged with violation of municipal ordinances
- Deliberates on and decides cases tried before the Court without a jury, conducts legal research in connection therewith.
- Issues subpoenas to compel witnesses to appear and testify in court.
- Issues any related process necessary to carry into effect the judgments of the Court.
- Works with City staff to establish and administer the organization, policies, and priorities for the Municipal Court.
- Perform other duties as prescribed by the City Charter, City ordinance or other directive of the City Council.

JOB QUALIFICATION REQUIREMENTS

MANDATORY REQUIREMENTS

- Licensed by the Oregon State Bar to practice law in Oregon.
- Previous Municipal Court experience to provide knowledge of procedures and functions.
- Citizen of the United States and resident of the State of Oregon during term of office.
- Expert knowledge of law and general legal principles and practices.
- Advanced knowledge of local ordinances, State laws, and Constitutional law.
- Ability to analyze and appraise case facts, rules of evidence and jurisdiction.
- Ability to maintain judicial impartiality and judicial temperament in cases.
- Ability to maintain a non-discriminatory attitude and behavior regarding, but not limited to, race/ethnicity, religion, sex, age, disability, gender identity, and sexual orientation.
- Ability to communicate clearly and concisely, orally and in writing.
- Ability to work effectively with elected officials, employees, public agencies and the general public.
- Leadership qualities necessary to enhance the public image and professional stature of the Municipal Court.

SPECIAL REQUIREMENTS

The selected attorney will be required to undergo a reference check prior to appointment, and to provide to the City proof of insurance as required (including professional liability insurance).

INSTRUCTIONS TO REPLY TO THIS REQUEST FOR QUALIFICATIONS

To reply to the RFQ, please submit the following: (1) resume; (2) cover letter and statement of qualifications, which must include Oregon State Bar Number for any attorney responding to this RFQ; (3) three professional references with addresses and phone numbers, (4) and a release allowing the City of Yachats access to all Oregon State Bar disciplinary investigations and/or actions. All materials shall be submitted in one packet and provided to the City Recorder, Nancy Batchelder, at City of Yachats, 441 Hwy 101 N., P O Box 345, Yachats OR 97498.