

MUNICIPAL JUDGE OPENING

The City of Cottleville, Missouri, is seeking to select a Municipal Judge to preside over its Municipal Court. The complete job description and application process is available online: www.cityofcottleville.com. Interested persons should submit a cover letter and resume to the City Administrator, by mailing it to 5490 Fifth Street, Cottleville, MO 63304 or emailing it to michael.padella@cityofcottleville.com. The deadline to respond is March 15, 2024.

**City of Cottleville, Missouri
Job Description**

Municipal Judge

Division:	Municipal Court of the 11th Judicial Circuit Court
Court Date:	1st Wednesday Each Month at 6:00 PM
Salary:	\$700/month

COURT ESTABLISHED

There is hereby established in the City of Cottleville a Municipal Court to be known as the "Cottleville Municipal Court, a Division of the 11th Circuit Court of the State of Missouri".

POWERS AND DUTIES

The following duties are normal for the office of Municipal Judge. These are not to be construed as exclusive or all-inclusive and will change with applicable laws as passed by the State of Missouri and/or City of Cottleville Municipal government. Other duties may be required.

- Establishes a Violations Bureau as provided for in the Missouri Rules of Practice and Procedure in Municipal and Traffic Courts and Section 479.050, RSMo.
- Administer oaths and enforce due obedience to all orders, rules and judgements made by him/her and may fine and imprison for contempt committed before him/her while holding Court in the same manner and to the same extent as a Circuit Judge.
- Stay execution of any fine or sentence, suspend any fine or sentence, and make such other orders as the Municipal Judge deems necessary relative to any matter that may be pending in the Municipal Court.
- Make and adopt such rules of practice and procedures as are necessary to implement and carry out the provisions of the Municipal Code, and to make and adopt such rules of practice and procedure as are necessary to hear and decide matters pending before the Municipal Court, and to implement and carry out the provisions of the Missouri Rules of Practice and Procedure in Municipal and Traffic Courts.
- The Municipal Judge shall have such other powers, duties and privileges as are or may be prescribed by the laws of this State or Codes and other ordinances of this City.

QUALIFICATIONS FOR OFFICE

- A. The Municipal Judge shall possess the following qualifications before he/she shall take office:

1. He/she must be a licensed attorney, qualified to practice law within the State of Missouri.
2. He/she need not reside within the City.
3. He/she must be a resident of the State of Missouri
4. He/she must be between the ages of twenty-one (21) and seventy-five (75) years.
5. He/she may serve as a Municipal Judge for any other municipality, but not more than five (5) municipalities at one time.
6. He/she may not hold any other office within the City Government.
7. The Municipal Judge shall be considered holding a part-time position and as such may accept other employment.

KNOWLEDGE AND SKILL:

- Knowledge of court rules and procedures pertaining to Municipal Court operations.
- Working knowledge of law enforcement operations.
- Working knowledge of State and Local laws and statutes.
- Ability to maintain discretion regarding legal proceedings and confidential information.
- Ability to communicate effectively and clearly with comprehension of the information being discussed.
- Knowledge of court information technology systems, applications, and software.
- Ability to deliberate independently and without bias or external influence.
- Must be able to work in a stressful environment while maintaining professional decorum.

SUPERVISORY CONTROLS: The Municipal Court of the City shall be subject to the rules of the Circuit Court of which it is part and to the rules of the State Supreme Court. The Municipal Court shall be subject to the general administrative authority of the Presiding Judge of the Circuit Court, and the Judge and Court of said Court shall obey his/her directives.

TERM OF OFFICE: The Municipal Judge shall hold his/her office for a period of at least two (2) years. If for any reason a Municipal Judge vacates his/her office, his/her successor shall complete that term of office, even if the same be for less than two (2) years.

SCOPE AND EFFECT: The purpose of this position is to manage the operation of the Municipal Court and provide general oversight and ensure compliance with all applicable rules, regulations, and laws/ordinances pertaining to municipal court operations.

PERSONAL CONTACTS: Contacts are typically with court personnel, attorneys, the general public, and law enforcement personnel.

SUPERVISORY RESPONSIBILITY: The Municipal Court staff, i.e. Court Administrator.