

Municipal Judge City of Overbrook

Job Title: Municipal Judge

Department: Law

Supervisor: Mayor and City Council

General Job Description:

Performs professional judicial duties as the Municipal Court Judge for the municipal courts of the City of Overbrook, KS. The judge acts in the interpretation, application and enforcement of local ordinances and applicable state laws. The judge shall perform these duties by presiding over the municipal court sessions.

Major Duties and Responsibilities:

Overbrook Municipal Court meets the second Thursday of each month at 6:30PM. City judges hear cases involving individuals charged with violating city laws or ordinances. Municipal court judge duties also include setting penalties for individuals found guilty of charges. Penalties often take the form of fines based on established city ordinances.

Qualifications for the Job:

Education: Juris Doctorate

Licensure: Active Bar License in good standing with the State of Kansas

Experience: Two or more years experience as an attorney in the State of Kansas

Key Competencies:

- Knowledge of ordinances, statutes and court decisions relating to Municipal Court jurisdictions
- Knowledge of judicial procedure and rules of evidence as well as the organization, duties, powers, limitations and authority of the Municipal Court
- Ability to analyze evidence, apply existing laws impartially and render prompt, equitable verdicts
- Possess a sense of fairness and exhibits respect towards all persons in court proceedings
- Communicate clearly and concisely both orally and written
- Operate a computer, software and other office equipment

Selection Guidelines:

- Formal application
- rating of education and experience
- oral interview and reference checks
- job related tests may be required