



The City of Forest Hill is currently hiring for the position of Alternate Municipal Court Judge

REPORTS TO: City Manager

SALARY RANGE: Dependent upon qualifications

GENERAL SUMMARY

The duties of the Alternate Municipal Court Judge shall be to conduct the judicial functions of the Municipal Court, to preside over cases coming before the Court, to conduct trials of arraignment, to conduct hearings, as required, to determine punishments and fines and set bonds, to prepare and issue search warrants, subpoenas, writs of capias, search warrant, executions and other process necessary to administer the power of the Court, to consult with plaintiffs in assault cases, lawyers and other involved parties regarding cases before the Court, to attend required seminars given by the State of Texas for Municipal Court Judges, to maintain complete and accurate records prescribed by law and consistent with effective management of the Court and to perform such other duties as may be required by law or ordinance.

QUALIFICATIONS

Applicant must be a United States citizen and must complete required courses as prescribed by the Court of Criminal Appeals Rules of Judicial Education within the time period specified. The applicant must have the ability to maintain judicial decorum relationship and credibility with the general public consistent with the duties of the position, the ability to foster cooperation from persons of diverse social and economic backgrounds and the ability to conduct the affairs of the Court in a consistent, fair and impartial manner.

Please send resume to:

City of Forest Hill
Attn: Human Resource Dept.
3219 California Parkway
Forest Hill, Texas 76119

OR

Download an employment application: www.foresthilltx.org

Position opened until filled.

The City of Forest Hill is an Equal Opportunity Employer