

Attorney Magistrate Position/Branch County, Michigan

Education & Experience:

Juris Doctor Degree and licensed to practice law in the State of Michigan, and in good standing. Must have a minimum of five years' experience as a practicing attorney. Will consider other legal experience that provides comparable knowledge and experience. Must be a resident of the County of Branch. This position would preclude the private practice of law.

Responsibilities May Include:

- **Conducting arraignments and sentencing defendants for violations of civil acts, ordinances or misdemeanors as authorized by statute and the maximum sentence for which is ninety three (93) days in jail and/or payment of a fine.**
- **Conduct arraignments and set bond in felony cases.**
- **Preside over small claims hearings, hearing testimony, identifying issues to be resolved and analyzing evidence.**
- **Preside over informal hearings in traffic matters, swearing in parties, taking testimony, issuing orders and assessing fines and costs in accordance with the law and consistent with Court policy.**
- **Serving on-call, after business hours, to examine search warrant affidavits from law enforcement officers, determining probable cause for issuance of the warrant.**
- **Accept and examine criminal complaints and examine witnesses, as necessary, in order to determine probable cause for issuing arrest warrants or summons as authorized by the prosecuting attorney, including on weekends and holidays.**
- **Presiding over interim bond hearings and conducting arraignments on weekends and holidays, as scheduled and, occasionally during business hours to assist with docket.**
- **Conduct hearings on abandoned vehicles**
- **Perform other duties authorized by the Michigan Compiled laws and State Acts and at the direction of the Chief Judge. (See sample LAO with magistrate authority.)**
- **Prepare and process admissions with explanation and pleas by mail or in person as to civil infractions and minor misdemeanors respectively.**

Supervision:

Work is performed under the supervision of and as directed by the District Judge.

Other Requirements:

- **Thorough working knowledge of state laws, statutes and city ordinances as they relate to the function of the District Court.**
- **Thorough working knowledge of the Michigan Court Rules and accepted courtroom practices and procedures.**
- **Ability to interact objectively and communicate effectively with defendants and plaintiffs from diverse demographic and socio-economic backgrounds and with widely divergent levels of educational attainment and communication skills.**
- **Ability to establish and maintain effective working relationships with judicial officers, court staff, justice partners, and the general public.**
- **Must be able to exercise judicial independence. Must always possess appropriate judicial**

demeanor.

- **Must be able to maintain neutrality and objectivity when working with litigants.**
- **Must be able to perform job responsibilities and provide service to the public without bias.**
- **Must be able and willing to stay current with technology changes and changes in the law, including the use of new software, hardware, and any related updates.**
- **As a quasi judicial court officer, the attorney-magistrate must comply with the Michigan Code of Judicial Conduct.**

Hours of Work:

Normal work hours and as needed to perform on call duties on evenings and weekends.

Compensation:

Starting pay \$81,189 is with full benefits package.

Selection Process:

An interview, questionnaire, or writing sample may be required for all persons referred to evaluate required knowledge, skills and abilities. Criminal history, L.E.I.N and Secretary of State record checks will be conducted, and a signed release required for previous/current employment work records. Drug test required

Human-Resource Disclaimer: To perform this position successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The 3-A District Court of the State of Michigan and Branch County is an Equal Opportunity Employer.

To apply, please submit a letter of interest and resume to the court administrator, Mrs. Sarah Collins, at scollins@countyofbranch.com or at 3-A District Court, 31 Division, St., Coldwater, MI 49036