City of Oregon City - Municipal Court Judge
Job Announcement

Oregon City is seeking an experienced and qualified attorney to perform the function of Municipal Court Judge. The Municipal Court Judge is the judicial officer for the city, presides over the Oregon City Municipal Court and is responsible for maintaining court procedures.

The Judge is appointed by the City Commission per The Charter of Oregon City Chapter V - Section 22.

Summary

The Municipal Court Judge's key function is to adjudicate violations of the Oregon Vehicle Code, misdemeanor crimes, and City Ordinances and to oversee court proceedings. The Judge is also responsible for applying relevant Supreme Court rules, State statutes, City ordinances, and case law when presiding over bench and jury trials, pre-trial conferences, arraignments, motions and other hearings. Municipal Court Judges are responsible for imposing sentences commensurate to offenses and within the parameters allowed by law. The Judge, in addition, works with other pro-tem judges and members of the greater Court team to establish the General Orders of the Court, to create and operate new programs for community enhancement, and to plan for the future evolution of the Court and its programs.

Essential Duties and Responsibilities

- Preside over trials and render judgements for misdemeanor crimes, violations of City ordinances, traffic violations, and any other cases within the jurisdiction of the Municipal Court. Provide for the orderly conduct of proceedings before the Court and before its officers.
- Perform duties related to arraignments, pretrial conferences, changes of plea, motions, trials, and other hearings.
- Maintain Court policy and procedures, including to review new laws, and adjust court policy and procedures to ensure conformity.
- Conduct contested-case hearings on alleged zoning, community development, nuisance, and building codes as well as other civil infractions.
- Review evidence and issue administrative warrants.
- Promulgate and update court rules and public information about court procedures.
- Communicate with the Mayor, City Commission, and designated individuals to keep them informed through quarterly reports on court operations.
- Establish and maintain effective working relationships with City Commission, court staff, City Prosecutor, City Attorney, and the public.
- Communicate complex legal ideas and/or decisions verbally and in writing to a variety of audiences in a clear, comprehensive, and professional manner.
- Actively support an inclusive and respectful work environment.
- Operate the Truancy/Attendance Court program and EVADD program.
- Perform other directly related duties consistent with the role and function of Municipal Court Judge.

Qualifications

Education, Training and Experience
- Juris Doctor law degree
- 5 years of experience in the area of criminal law, trial practice and/or as a judge, administrative hearings officer or arbitrator, or any equivalent combination of experience and training that demonstrates possession of the knowledge, skills and abilities to successfully perform the duties and responsibilities listed.
- Membership in good standing with the Oregon State Bar
- Strong knowledge of city ordinances, state of Oregon Traffic codes, and laws related to criminal misdemeanor offenses and violations.

Knowledge, Skills and Abilities
- Ability to establish positive working relationships with the public, City Commission and City Staff.
- Ability to build and maintain trust in our judicial system.
- Strong knowledge of court room procedure and trial operations.
- Knowledge and ability to create an inclusive workplace culture and advance equity principles.
- Ability to utilize technology and develop court room operations.
- Ability to listen with patience and communicate well with individuals from diverse backgrounds.
- Ability to be a fair and impartial arbiter of justice.

Other requirements
- Able to pass reference check and background check
- Must receive Oregon Criminal Justice Information Services certification within 30 days of hire.

Employment Term
The term of employment for this position is two years, unless sooner terminated as provided within the employment agreement. After the initial term, the contract may be renewed for successive two-year periods, unless the City or incumbent give notice of their intention to renegotiate the terms of the agreement or allow the agreement to expire.

Schedule and Hours
Oregon City Municipal Court schedules court every Tuesday of the month and expects two (2) to three (3) additional Wednesdays per month to hold Jury trial or Bench trials.

The Judge can generally expect to work 8 to 12 hours per week. (32 - 48 hours per month)

Hours are primarily worked at the Municipal Court offices located in the Robert Libke Public Safety Building. Additional time may be required outside of the office to include preparation, research, or communication.

Compensation
This is an exempt position and monthly salary range of $4,000 to $5,500 per month

Equal Opportunity Employer
The City of Oregon City is an Equal Opportunity employer. The City will continue to recruit, hire, train, and promote into all job levels without regard to race, religion, gender, marital status, familial status, national origin, age, mental or physical disability, sexual orientation, gender identity, source of income, or protected veteran status. It is the City's policy to prohibit workplace harassment, discrimination and retaliation on the basis of protected status. The City of Oregon City is committed to creating a respectful and professional work environment that is free of harassment, discrimination, and retaliation and that promotes employment opportunities.

Persons of color, women and qualified individuals with disabilities are strongly encouraged to apply. If you wish modification of the selection process in order to accommodate a disability, please make your request in writing and submit it with your required application materials.

Veteran's preference
To be considered with Veteran's preference, please attach DD214 and any other supporting documentation.