

Job Title: Part-Time Municipal Court Judge
Location: City of Port Lavaca, Texas
Department: Municipal Court
Reports To: City Council
FLSA Status: Exempt
Type: Part-Time

Position Summary:

The City of Port Lavaca, Texas is seeking a qualified, impartial, and community-oriented individual to serve as its Part-Time Municipal Court Judge. This role includes presiding over weekly court sessions, performing magistrate duties, and following up on post-sentence compliance for Class C misdemeanors and local ordinance violations. The judge ensures the fair and efficient administration of justice in accordance with Texas law and city ordinances. A law degree is not required, but the judge must meet state eligibility requirements and complete all required judicial and magistrate training.

Essential Duties and Responsibilities:

- Preside over weekly Municipal Court sessions, including arraignments, pre-trial hearings, trials, and sentencing.
 - Adjudicate Class C misdemeanors, traffic offenses, and violations of city ordinances.
 - Carry out magistrate duties, including issuing arrest and search warrants, conducting probable cause hearings, and setting bail.
 - Monitor post-sentence compliance; address failures to pay fines, complete court-ordered programs, or fulfill other sentencing terms.
 - Issue show-cause orders, capias pro fine warrants, or other appropriate remedies for noncompliant defendants.
 - Maintain professionalism, impartiality, and courtroom decorum at all times.
 - Coordinate court activities with the Court Clerk, law enforcement, prosecutors, and other city departments.
 - Stay current on relevant laws, legal procedures, and complete state-required judicial and magistrate training.
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Minimum Qualifications:

- U.S. citizen and a resident of Texas.
 - At least 18 years of age.
 - High school diploma or GED required; college or legal education preferred.
 - Must not have a felony conviction or conviction for a crime of moral turpitude.
 - Completion of state-required training for municipal judges and magistrates within one year of appointment.
 - Experience in public service, law enforcement, or the legal field is a plus but not required.
 - Strong communication, decision-making, and interpersonal skills.
 - Live within the City Limits of Port Lavaca, Texas
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Working Conditions & Time Commitment:

- Municipal Court convenes once per week, typically requiring 2 to 4 hours per session.

- **Time commitment may increase occasionally for jury trials or high-volume dockets.**
- **The judge must also be available for on-call magistrate duties, including evenings and weekends as needed.**
- **Work is performed primarily in courtroom and office environments.**

Compensation:

- **This is a part-time position.**
- **Compensation may be structured as either an hourly or salaried role, at the discretion of the Port Lavaca City Council.**
- **Final rate or salary will be based on qualifications, experience, and availability.**

CITY OF PORT LAVACA
2026 QUESTIONNAIRE - MUNICIPAL COURT JUDGE

	Port Lavaca	Bay City	El Campo	Freeport	Portland	Rockport	Ingleside	Victoria
Population:	11,557	17,800	12,202	10,639	20,725	10,931	10,155	66,020
1. Do you have a Municipal Court Judge?	Yes	Yes	Yes	Yes	Yes	Yes	Court of Record	Court of Record
A.) If yes, is he/she Part-Time or Full-time?	Part Time	Part Time	Part Time	Part Time	Part Time	Part Time	Attorney	Attorney
B.) Amount of Compensation	\$24,000 Annual Contract	\$25.00 Hourly Contract			\$35,000 Annual Contract	\$29,000 Annual Contract		
C.) Paid Hourly, Monthly, Annual, etc.								
D.) Is the Judge a city employee or contracted?	Contracted	Contracted	Contracted	Contracted	Contracted	Contracted		
2. Do you have an Associate Judge?	No	Yes	No	Yes	No	No		
A.) If yes, is he/she Part-Time or Full-time?		Part Time		Part Time				
B.) Amount of Compensation		\$25.00 Hourly Contract		Hourly Contract				
C.) Paid Hourly, Monthly, Annual, etc.								
D.) Is the Judge a city employee or contracted?								
3. Does you Judge Magistrate?	Yes	Yes	Yes	Yes	No	Yes		
4. How many Court Clerks do you have?	2	2	1	2	2	1		
5. Who is in charge of overseeing the Municipal Court?	Court Adm	Court Adm	Court Adm	Court Adm	Court Adm	Court Adm		
6. How many court dockets each month?	3	Varies	2	Varies	2	6		