

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.**