



CITY OF SENECA
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Seneca, South Carolina 29678
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SEPTEMBER 2023

Job Description SENECA MUNICIPAL COURT JUDGE

GENERAL PURPOSE

Arbitrates disputes, advises counsel, jury, litigants, or court personnel, and administers municipal judicial system. Works under the broad policy guidance and direction of the City Council. Supervise court clerks or other staff, as assigned. Implement court orders from the Supreme Court and implements directives from the SC Court Administration.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injuries or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Establishes rules of procedure on questions for which standard procedures have not been established by law or by superior court.
- Schedules trial dates, bond proceedings, receipt of monies, cash deposits, manages and prepares office budget.
- Examines evidence in criminal cases to determine if evidence will support charges.
- Listens to presentation of case, rules on admissibility of evidence and methods of conducting testimony, and settles disputes between opposing attorneys or parties.
- Meets with public, police officers and attorneys.
- Presides over jury trial, bench trials and rules on motions in court. Instructs jury on applicable laws and directs jury to deduce facts from evidence presented.
- Sentences defendant in criminal or traffic cases; defendants convicted by jury or bench trial, according to statutes of state or municipal government.
- Determines probable cause and issues arrest and search warrants.
- Conducts bail proceedings, sets bond for defendants; including weekends and after hours when needed: determines appropriate bonds for defendants for released and or surety bonds. Determines conditions of bonds by requiring appropriate behavior of defendants and protecting victim's rights.
- Oversees the payment of restitution to victims of crime.
- Adjudicates parking ticket appeals.
- Provides general supervision over related staff.
- Schedules training for staff, as needed.
- Files reports with Court Administration, City Finance Department and other officials as necessary.

PERIPHERAL DUTIES

May fill in as judge in other cities.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Bachelor's degree in criminal justice, sociology, or related field.

(B) Previous law enforcement and or court experience is desirable; and

(C) Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- Knowledge of state, federal, local laws, legal language and legal procedures related to municipal court functions.
- Knowledge of courtroom procedure.
- Considerable knowledge of management skills.
- Considerable knowledge of modern office procedures.
- Extensive knowledge of criminal, traffic and infraction procedures.
- Skill in the operation of the listed tools and equipment, including computers.
- Ability to complete complex documents.
- Ability to access confidential records for all registered voters, juvenile information, and information on victims where their identity is protected by law.
- Ability to effectively communicate by one-on-one or through public speaking.
- Ability to maintain professional relationships with the public, co-workers and related entities.
- Ability to determine the credibility of defendants and victims.
- Ability to be on-call after hours, nights, weekends and holidays.
- Ability to maintain accurate records.

SPECIAL REQUIREMENTS

Must successfully complete annual training as required by SC Court Administration. Must maintain state certification as a municipal judge through yearly CLE credit hours and have the ability to pass mandatory testing. Subject to reappointment by city council every election cycle.

TOOLS AND EQUIPMENT USED

Personal computer; gavel, 10-key calculator; typewriter; phone; copy and fax machine; tape recorder, related reference books, legal files.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment described are representative of activities required and work environment encountered while performing the essential functions of this job. Reasonable accommodations may be made to allow individuals with disabilities to perform the essential functions.

- The employee is frequently required to sit and talk or hear.
- The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.
- The employee must occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.
- The noise level in the work environment is usually moderate.
- Is required to be on-call after hours, nights, weekends and holidays.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.