

JACKSON COUNTY

ATTORNEY/MAGISTRATE

General Summary

Under the direction of the Chief District Court Judge, serves in a quasi-judicial capacity as prescribed by statute, including issuance of misdemeanor and felony arrest warrants and search warrants, conducting misdemeanor and felony arraignments, setting and collecting bonds, accepting guilty pleas and sentencing misdemeanors as enumerated by statute, conducting hearings and adjudicating civil infractions and small claims cases, conducting pre-trials as directed by District Judges, and researching and drafting judicial opinions and orders as directed by Chief District Judge.

Essential Functions

1. Presides over informal hearings for all types of civil infractions, includes explaining the procedure to parties, swearing in of witnesses, taking of testimony, examining witnesses, making findings of fact, making conclusions of law and adjudicating the case.
2. Presides over civil small claims hearings, includes explaining the procedure to parties, swearing of witnesses, taking of testimony, examining witnesses, making findings of fact, making conclusions of law and adjudicating the case.
3. Presides over criminal arraignments in both misdemeanor and felony cases, advises defendants of charges and legal rights, determines and sets appropriate bonds based on the seriousness of the offense and other relevant factors, determines eligibility and appoints attorney where appropriate, schedules next court date, accepts waivers of preliminary exam where appropriate.
4. Presides over criminal misdemeanor guilty pleas as authorized by statute, advises defendants of charges and legal rights, accepts pleas, determines and imposes sentence up to 90 days incarceration in jail.
5. Presides over probable cause hearings for the issuance of misdemeanor and felony arrest warrants, advises defendants of rights and consequences of a plea, takes testimony under oath, reviews documents, makes determination regarding authorization, and schedules future court proceedings.
6. Presides over probable cause hearings for the issuance of search warrants, takes testimony under oath, reviews documents, and makes determination regarding authorization.

7. Provides advice and assistance to court staff regarding matters related to traffic and other violations, small claims, and other matters.
8. Reviews letters concerning civil infractions and related traffic tickets where violator pleads guilty with an explanation and accepts admission of responsibility.
9. Performs civil ceremony weddings at District Court.
10. As part of the judicial availability plan with the District Judges, serves in an on-call status on nights, weekends and holidays for issuance of search warrants, arrest warrants and jail arraignments.

Other Functions

11. None listed.

This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.

Employment Qualifications

Education: Graduation from an accredited law school.

Experience: Three years of experience in the general practice of law including criminal law experience.

Other Requirements: Must be a registered voter of Jackson County. Must be licensed as an Attorney in the State of Michigan.

FLSA Status: Exempt.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

Ability to enter and retrieve information from a computer terminal.

Ability to access all areas of the court.

Ability to access office files.

Working Conditions:

Exposure to persons charged and/or convicted of criminal offenses.
Ability to take evening and weekend calls from law enforcement officers seeking search warrants and arrests warrants.

Human Resources

Department Head