

**JOB DESCRIPTION**

**Position Title:** Municipal Judge

**Department:** Police

**Supervised by:** Mayor

**General Description of Work**

Presides over and adjudicates a variety of hearings and trials related to criminal and civil cases in accordance with established legal procedures as prescribed in WV State law; impose appropriate sentences and penalties as prescribed by law; communicates with other City, County, and State criminal agencies.

**Duties**

Duties may include but are not limited to:

- Preside over a variety of trials and hearings
- Hear and weigh testimony and evidence
- Impose appropriate sentences and penalties in accordance with the laws of the State of WV
- Communicate effectively both orally and in writing
- Read, interpret, apply and explain codes, rules, regulations, policies and procedures
- Analyze situations accurately and adopt an effective course of action
- Any and all other duties and responsibilities as assigned by Mayor

**Skills, Knowledge, and Abilities**

Possess knowledge of municipal, state, and federal laws; city ordinances; courtroom procedures, legal procedures, and terminology. Must have knowledge of police sciences and administration. Must have knowledge of city organization, operations, and policies. Must have ability to maintain composure and take responsible action during stressful situations. Must have ability to establish and maintain effective professional relationship with coworkers, the governing body, other agencies, and the general public.

**Education**

Yearly Municipal Judge training through the West Virginia Municipal League.

Possess a valid driver’s license. Willing to comply with the City of Romney Employee Handbook. Must be able to pass a pre-hire drug screen, and background check.

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_