



**City of Sonora Texas  
Job Description**

**Job Title:** Municipal Judge  
**Department:** Administration  
**Reports To:** City Manager  
**FLSA Status:** Exempt  
**Prepared Date:** February 15, 2000  
**Approved By:** The Sonora City Council  
**Approved Date:** April 18, 2000

**SUMMARY**

Adjudicates civil cases in which damages do not exceed prescribed maximum amount established by state law, and Class C misdemeanor cases not involving jail time sentences or fines in excess of maximum amount allowed under state law.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Conducts preliminary hearings for both civil and criminal matters having jurisdiction before the Court.

If required, conduct trials of civil and criminal matters having jurisdiction before the Court. Trials may be in the form of a jury trial or a trial to the Court.

Evaluate and render rulings on pre-trial matters before the Court.

Accept pleas from defendants and other parties and render rulings on pleas to the Court.

Conduct and supervise the administrative duties required for the operation of the municipal court.

**SUPERVISORY RESPONSIBILITIES**

Coordinates work with court clerk. Carries out the organization's policies and applicable laws. Responsibilities include planning, assigning, and directing work; addressing complaints and resolving problems.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**EDUCATION and/or EXPERIENCE**

Bachelor's degree (B. A.) from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.

**LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from Parties before the Court and the general public.

**MATHEMATICAL SKILLS**

Ability to work with basic mathematical concepts.

**REASONING ABILITY**

Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Certification within one year of appointment.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear.

The employee frequently is required to stand; walk; sit; use hands to finger, handle, or feel; and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**APPLICATION INFORMATION**

For further details and to obtain a City of Sonora employment application form, please contact City Secretary, Belia Fay (325 387-2558), at the City of Sonora, 201 E. Main, Sonora, Texas.

Applicants must submit the completed City application form, along with a cover letter and a current resume.