

Town of St. George is Hiring

CONTRACTED MUNICIPAL JUDGE

Position Title: Municipal Judge

Employment Status: Contracted/Part-Time

Reports To: Town Council

The Municipal Judge is responsible for presiding over the Municipal Court of the Town of St. George in accordance with the Constitution and laws of the State of South Carolina, applicable court rules, and Town ordinances.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Preside over regularly scheduled Municipal Court sessions and other court proceedings as required.
- Exercise judicial authority over matters within the jurisdiction of the Municipal Court.
- Conduct hearings, trials, bond proceedings, pleas, sentencings, and other proceedings as authorized by law.
- Review charges, warrants, affidavits, and other documents presented to the Court.
- Determine appropriate bond and other conditions as authorized by South Carolina law.
- Accept and process guilty and no-contest pleas in accordance with applicable law and court procedures.
- Conduct trials and hearings and make appropriate findings and rulings based upon the evidence and applicable law.
- Impose sentences and penalties within the authority granted to the Municipal Court.
- Issue orders, judgments, warrants, and other judicial documents as required.
- Rule on motions and other matters properly brought before the Court.
- Ensure that defendants are informed of their rights and that proceedings are conducted in a fair and impartial manner.
- Maintain appropriate courtroom decorum and ensure orderly court proceedings.
- Consider and rule upon matters involving Town ordinances and state laws within the Court's jurisdiction.
- Maintain appropriate judicial records and ensure that required court documentation is completed and submitted in accordance with applicable requirements.
- Work cooperatively with Municipal Court staff, law enforcement, the Town Attorney, prosecutors, defense attorneys, and other court personnel while maintaining judicial independence.
- Comply with all applicable laws, court rules, judicial conduct requirements, and directives governing Municipal Court judges.
- Attend required judicial education and training.
- Perform other judicial duties and responsibilities as required by law.

REQUIRED QUALIFICATIONS

- Must meet all qualifications required under South Carolina law to serve as a Municipal Judge.
- Must be properly appointed and qualified to serve as Municipal Judge for the Town of St. George.
- Must possess the knowledge and ability necessary to interpret and apply applicable South Carolina law and municipal ordinances.
- Must maintain all required judicial certifications and continuing education.
- Must demonstrate sound judgment, integrity, impartiality, professionalism, and ethical conduct.
- Must be able to communicate effectively with defendants, attorneys, law enforcement, court personnel, and members of the public.

DISCLAIMER

This job description is intended to describe the general nature and level of work performed by the Municipal Judge. It is not intended to be an exhaustive list of all duties, responsibilities, qualifications, or requirements associated with the position. The Municipal Judge shall perform all duties in accordance with applicable South Carolina law, court rules, judicial conduct requirements, and the terms of the Town's contract with the Judge.

The Town of St. George is an **Equal Employment Opportunity (EEO) Employer**. The Town provides equal employment opportunities to all qualified individuals and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or any other status protected by applicable federal or state law.