



Thank you for your interest in the position of

Municipal Court Judge City of Levelland

Enclosed in this packet you will find:

Job Description
Employment Application
Affirmative Action Form

In order to be considered for this position, **complete and return** the Application packet to include our Application for Employment, Affirmative Action Form and resume should you choose to include.

The Affirmative Action Form is voluntary and will not adversely affect any consideration you may receive for employment. Leave it blank if you do not wish to provide that information.

The City of Levelland is a drug-free workplace and any candidate for a City position is required to pass a drug test before an offer of employment can be made. A physical exam and background check are also conducted before an offer of employment can be made. A driving records check will be done after the offer of employment is made. If we find that you do not have a valid license, or you do not have a satisfactory driving record, your employment may be terminated. Any offer of employment is contingent until all tests and background checks are completed and results known.

This position will remain open until it is filled.

Applications are screened by the Director of Human Resources and then forwarded to the appropriate supervisor for their review and consideration. All questions/inquiries regarding the status of your application should be directed to the Director of Human Resources.

If you have any questions regarding this packet, please refer them to Melissa Fields-Allgeyer at 806.894.0113 or mfieldsallgeyer@levellandtexas.org

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**PLEASE REMOVE AND KEEP THIS MEMO AND
THE JOB DESCRIPTION FOR YOUR RECORDS**

**RETURN YOUR COMPLETED APPLICATION,
AFFIRMATIVE ACTION FORM AND RELEASE OF
INFORMATION FORM (IF REQUESTED) TO THE
MAILBOX IN THE LOBBY OF CITY HALL or MAIL
TO US AS FOLLOWS:**

**City of Levelland
Attn.: Human Resources
PO Box 1010
Levelland, TX 79336**

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Class Title: Municipal Judge

BRIEF DESCRIPTION:

This position is responsible for presiding over all operations and functions of the Municipal Court in accordance with the city charter, state law, and the US and Texas constitutions' arraignment prisoners held in the detention facility; reviewing affidavits and issuing search warrants and warrants of arrest; arraignment, hearing, and deciding cases involving ordinance or statutory misdemeanor violations within the Court's jurisdiction; and performing related work as required including magistrate rotation with the other judges in Hockley County. This position provides direction to other employees.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

| Sedentary | Light | Medium | Heavy | Very Heavy |
|---|--|---|---|--|
| Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time. | Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree. | Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly. | Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly. | Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly. |

| # | Code | Essential Functions |
|---|------|--|
| 1 | S | Organizes court proceedings by reviewing victim, witness and police statements and other evidence, initializing data entry of pertinent case information into the computer, issuing legal paperwork to witnesses, defendants and attorneys, and docketing each case for the trial court. |
| 2 | S | Maintains professional knowledge by reviewing current laws and staying current with professional publications, activities in other jurisdictions and innovations in Court management. |
| 3 | S | Oversees court funds by preparing the annual budget, monitoring expenditures and analyzing financial aspects of the court operations. |
| 4 | S | Manages operations of the court by identifying and resolving operational problems, ensuring compliance with legal and operational policies, reviewing case management activities, and developing and implementing appropriate policies and procedures. |
| 5 | S | Answers legal questions from police officers, defendants, and the public by reviewing state and civil statutes and municipal ordinances, reading written materials, statements and reports, and conferring with other judges. |
| 6 | S | Presides over court hearings and trials by advising the defendant of their constitutional rights and the charges against him or her, obtaining and reviewing the defendant's statement, weighing the defendant's statement with other evidence, deciding whether to incarcerate or release the defendant (and under what conditions to do so) and issuing orders and warrants. |

JOB REQUIREMENTS:

| JOB REQUIREMENTS | |
|--|--|
| Formal Education / Knowledge | Baccalaureate degree in business administration, criminal justice or a related field is preferred and five years of progressively responsible experience in a legal justice system. Three years recent supervisory experience in a legal or law enforcement field in the State of Texas. In place of the above requirements, any combination of relevant education and experience which demonstrates the knowledge, skill, and ability to perform the essential functions of the job will be considered. |
| Experience | Under and including one year. |
| Certification and Other Requirements | Class C Drivers License |
| Reading | Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study. |
| Math | Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions, and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study. |
| Writing | Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study. |
| Managerial | Receives administrative directions. The employee normally performs the duty assignment within broad parameters defined by general organizational requirements and accepted practices. Total end results determine effectiveness of job performance. |
| Budget Responsibility | Has responsibility for final approval of at least one departmental budget and presents budget(s) to Senior Management. Is authorized to approve budgeted expenditures up to the amount that requires approval of Senior Management. |
| Supervisory / Organizational Control | Work requires supervising and monitoring performance for a regular group of employees or a work unit including providing input on hiring/disciplinary actions and work objectives/effectiveness, performance evaluations, and realigning work as needed. A first line supervisor typically performs these functions. |
| Complexity | Work is governed by broad instructions, objectives, and policies. Requires the exercise of considerable initiative and independent analytical and evaluative judgment. |
| Interpersonal / Human Relations Skills | Decisions regarding establishment of policies may be made. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. |

OVERALL PHYSICAL STRENGTH DEMANDS:

| | | | | | |
|---|---|--|---|---|--|
| Sedentary | X | Light | Medium | Heavy | Very Heavy |
| Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time. | | Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree. | Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly. | Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly. | Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly. |

PHYSICAL DEMANDS:

| | | | | |
|--|--|--|---------------------------------------|----------------------------|
| C = Continuously 2/3 or more of the time. | F = Frequently From 1/3 to 2/3 of the time. | O = Occasionally Up to 1/3 of the time. | R=Rarely Less than 1 hour per week | N = Never Never occurs. |
|--|--|--|---------------------------------------|----------------------------|

This is a description of the way this job is currently performed; it does not address the potential for accommodation.

| PHYSICAL DEMANDS | FREQUENCY | DESCRIPTION |
|------------------|-----------|---|
| Standing | F | To gather information and to walk to other rooms |
| Sitting | C | In chair constantly |
| Walking | F | To other rooms |
| Lifting | R | Boxes and files of court paperwork |
| Carrying | O | Files or other paperwork |
| Pushing/Pulling | O | File cabinets and file drawers |
| Reaching | F | For papers, files, computer and receipt tape |
| Handling | F | Paperwork |
| Fine Dexterity | C | To work on computer keyboard, adding machine and telephone |
| Kneeling | R | To reach books, files or other paperwork |
| Crouching | R | To reach low drawers |
| Crawling | N | |
| Bending | O | To reach paperwork in drawers |
| Twisting | F | To maneuver in different directions to perform clerical functions |
| Climbing | R | On step ladder to reach stored files |
| Balancing | N | |
| Vision | C | For computer and paperwork |
| Hearing | C | For listening to defendants, and other court related proceedings |
| Talking | C | For communicating |
| Foot Controls | N | |
| Other (Specify) | | |

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Vehicle, telephone, copier, adding machine, tape recorder, security equipment, video equipment and fax machine

ENVIRONMENTAL FACTORS:

| | | | | |
|---------|--------------------------|---------------------------|--------------|---------|
| D=Daily | W=Several Times Per Week | M=Several Times Per Month | S=Seasonally | N=Never |
|---------|--------------------------|---------------------------|--------------|---------|

| HEALTH AND SAFETY | | ENVIRONMENTAL FACTORS | | PRIMARY WORK LOCATION | |
|--------------------------|---|-----------------------|---|-----------------------|---|
| Mechanical Hazards | N | Respiratory Hazards | N | Office Environment | X |
| Chemical Hazards | N | Extreme Temperatures | N | Warehouse | |
| Electrical Hazards | N | Noise and Vibration | N | Shop | |
| Fire Hazards | N | Wetness/Humidity | N | Vehicle | |
| Explosives | N | Physical Hazards | N | Outdoors | |
| Communicable Diseases | N | | | Other (see 2 below) | |
| Physical Danger or Abuse | M | | | | |
| Other (see 1 below) | | | | | |

(1) N/A

(2) N/A

PROTECTIVE EQUIPMENT REQUIRED:

Security equipment

NON-PHYSICAL DEMANDS:

| | | | | |
|---|---|---|---------------------------------------|-------------------------|
| C=Continuously 2/3 or more of the time | F=Frequently From 1/3 to 2/3 of the time | O=Occasionally Up to 1/3 of the time | R=Rarely Less than 1 hour per week | N=Never Never occurs |
|---|---|---|---------------------------------------|-------------------------|

| NON-PHYSICAL DEMANDS | |
|---|---|
| Time Pressure | O |
| Emergency Situation | R |
| Frequent Change of Tasks | F |
| Irregular Work Schedule/Overtime | R |
| Performing Multiple Tasks Simultaneously | O |
| Working Closely with Others as Part of a Team | F |
| Tedious or Exacting Work | O |
| Noisy/Distracting Environment | R |
| Other | |

(3) N/A

SIGNATURE – REVIEW AND COMMENTS:

I have reviewed this job analysis and its attachments, and I can perform all the essential functions of this position provided I have the reasonable accommodations noted below.

Signature of applicant

Date

Job Title of Supervisor

Signature of Supervisor

Date

Job Title of Department Head

Signature of Department Head

Date

Please indicate accommodations needed, if any:

No Accommodations Needed

Reasonable Accommodations Needed

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.

Job Description Signature Page - Return this page with your completed application

READ CAREFULLY BEFORE SIGNING

I hereby certify that the statements made, and answers given by me to the foregoing and following questions are true and correct and that there are no omissions of any kind whatsoever. I agree that any evasion, untruthful statement, answer, or omission shall be sufficient cause for discharge at any time. I agree to submit to the physical examination during the required drug screen, whenever requested by the City of Levelland, by doctor, or doctors designated by the City, either prior to or during the course of employment, subject to the requirements of ADA. I hereby release all doctors, medical personnel, and elected officials from all liability claims and damages in connection to furnishing any information to the City of Levelland. I hereby request and authorize the companies or persons show under "Employment Record" or other interested parties not necessarily named in the foregoing application to furnish the City of Levelland and information regarding my employment by them together with any information they may have regarding me, including motor vehicle records, military records, financial status, criminal records, and general reputation, and I hereby release such companies or person, the City of Levelland, its management and elected officials from all liability, claims and damages in connection with the furnishing of such information. I further acknowledge that my employment may be terminated, and any offer of employment if such is made, may be withdrawn with or without cause, at the option of the City or myself. I further acknowledge that the foregoing completed application form does not in any way constitute a contract of employment.

Signature
f Applicant

Date
Date

The City of Levelland is an equal opportunity employer and does not discriminate on the basis of race, creed, color, national origin, gender, religion or disability.



Application For Employment
1709 Ave. H. PO Box 1010 Levelland, Texas 79336
Phone 806-894-0113 Fax 806-894-0119

Important: Read carefully and sign this application. Answer every question concisely but completely. Incomplete applications will not be considered.

Municipal Court Judge
POSITION DESIRED _____ DATE _____

NAME _____
(Last Name) (First Name) (Middle)

Mailing Address _____
Number Street or Avenue City State Zip

Telephone No: Home () Cell () E-Mail @ _____

Do you have any relatives employed by the City of Levelland? Yes No

Department: _____ Their Name(s): _____
Relationship _____

Have you been interviewed by the City previously? Yes No

When _____ What Position? _____ By Whom? _____

Check all types of work you will accept: Full Time Seasonal/Temporary Part Time

When will you be able to report for work? _____ Minimum salary requirement _____

Are you a U.S. Citizen? : Yes No

If not, provide alien registration number: _____

Have you ever been convicted of a felony: Yes No

Prior to employment, applicant will be investigated as to convictions for prior criminal offenses. A prior conviction will not automatically disqualify an applicant for employment and will be considered only as is related to the job applied for. Details (charges, penalties, where, when currently on parole, probated sentence) are requested.

Are you able to perform the essential functions of the job? Yes No

If no, which essential functions will you be able to perform? _____

What reasonable accommodations would help you to perform the essential functions?

High School or GED _____
School City/State Last Grade Completed

College/University: _____
Location Sem. Hours Major Minor Type of Degree

Special Skills and Qualifications - Summarize special skills and qualifications acquired from employment or other experience. Also, if applicable, indicate number of people you have supervised.

EMPLOYMENT RECORD - Start with your present or most recent job, include military service assignments and volunteer activities. Exclude organizations names which indicate race, color, religion, sex, national origin, or disability. Must include full and complete employment history for last 15 years as applicable. Explain breaks in employment, including unemployment benefits. Attach additional pages if necessary. **This section must be completed despite the possible enclosure of a resumé.**

May we contact your present employer? Yes No

| |
|--|
| Employer _____ Telephone (____) _____ |
| Job Title _____ Dates Employed: From _____ To _____ |
| Salary: Starting \$ _____ Final \$ _____ Per <input type="checkbox"/> Hour <input type="checkbox"/> Week <input type="checkbox"/> Year |
| Supervisor _____ |
| Worked Performed _____ |
| Reason for Leaving _____ |
| Employer _____ Telephone (____) _____ |
| Job Title _____ Dates Employed: From _____ To _____ |
| Salary: Starting \$ _____ Final \$ _____ Per <input type="checkbox"/> Hour <input type="checkbox"/> Week <input type="checkbox"/> Year |
| Supervisor _____ |
| Worked Performed _____ |
| Reason for Leaving _____ |
| Employer _____ Telephone (____) _____ |
| Job Title _____ Dates Employed: From _____ To _____ |
| Salary: Starting \$ _____ Final \$ _____ Per <input type="checkbox"/> Hour <input type="checkbox"/> Week <input type="checkbox"/> Year |
| Supervisor _____ |
| Worked Performed _____ |
| Reason for Leaving _____ |
| Employer _____ Telephone (____) _____ |
| Job Title _____ Dates Employed: From _____ To _____ |
| Salary: Starting \$ _____ Final \$ _____ Per <input type="checkbox"/> Hour <input type="checkbox"/> Week <input type="checkbox"/> Year |
| Supervisor _____ |
| Worked Performed _____ |
| Reason for Leaving _____ |

READ CAREFULLY BEFORE SIGNING

I hereby certify that the statements made and answers given by me to the foregoing and following questions are true and correct and that there are no omissions of any kind whatsoever. I agree that any evasion, untruthful statement, answer, or omission shall be sufficient cause for discharge at any time. I agree to submit to the physical examination during the required drug screen, whenever requested by the City of Levelland, by doctor, or doctors designated by the City, either prior to or during the course of employment, subject to the requirements of ADA. I hereby release all doctors, medical personnel, and elected officials from all liability claims and damages in connection to furnishing any information to the City of Levelland. I hereby request and authorize the companies or persons show under "Employment Record" or other interested parties not necessarily named in the foregoing application to furnish the City of Levelland and information regarding my employment by them together with any information they may have regarding me, including motor vehicle records, military records, financial status, criminal records, and general reputation, and I hereby release such companies or person, the City of Levelland, its management and elected officials from all liability, claims and damages in connection with the furnishing of such information. I further acknowledge that my employment may be terminated, and any offer of employment if such is made, may be withdrawn with or without cause, at the option of the City or myself. I further acknowledge that the foregoing completed application form does not in any way constitute a contract of employment.

Signature of Applicant

Date

The City of Levelland is an equal opportunity employer and does not discriminate on the basis of race, creed, color, national origin, gender, religion or disability.



**AFFIRMATIVE ACTION FORM
Municipal Court Judge**

Government agencies require reports on status of applicants. This data is for analysis and affirmative action only. Submission is voluntary. Failure to supply this information will not jeopardize or adversely affect any consideration you may receive for employment or later advancement in employment.

Sex: Male Female

Race/ethnicity:

Hispanic or Latino – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

White (Not Hispanic or Latino) – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Black or African American (Not Hispanic or Latino) – A person having origins in any of the black racial groups of Africa.

Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino) – A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Asian (Not Hispanic or Latino) – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

American Indian or Alaska Native (Not Hispanic or Latino) – A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.

Two or More Races (Not Hispanic or Latino) – All persons who identify with more than one of the above five races.

Veteran: Non-veteran

Please identify where you learned about an employment opportunity with this organization.

- Newspaper ad Tech school/college placement Employee referral
 Temporary service Recruiter State employment service
 Other _____