

NOTICE

There is a job vacancy for the BAY COUNTY 74TH DISTRICT COURT.

JOB TITLE: Attorney Magistrate

SALARY RANGE: \$67,808.00 (entry) to \$82,867.20 (after 3 years)

GENERAL SUMMARY:

Under the direction of the Chief Judge of the 74th District Court, this person will be an at-will employee serving in a quasi-judicial capacity as prescribed by statute. The successful candidate must be a registered elector in Bay County, authorize a criminal background check, be subject to drug and TB screening, be bondable, able to complete the State Court Administrator's course in traffic law and be licensed to practice law in the State of Michigan.

TYPICAL DUTIES:

1. Arraign and sentence defendants upon pleas of guilty or nolo contendere by the terms of the statutes or ordinances creating the offenses.
2. Issue search warrants, arrest warrants, and summonses to appear and show cause.
3. Establish and set bonds in criminal cases before arraignment.
4. Conduct first appearances of defendants.
5. Hear and preside over civil infractions and conduct informal hearings and pre-trial conferences.
6. Approve and grant petitions for the appointment of attorneys to represent indigent defendants.
7. Set, modify, or suspend payments of court fines and fees including community service for both Circuit and District courts.
8. Perform civil marriage ceremonies.
9. Conduct small claims hearings.
10. Participate in weeknight and weekend judicial call rotation and prepare on-call list.
11. All other duties as assigned.

The above statements are intended to describe the general nature of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

Physical Requirements: This position involves sitting most of the time and/or being mobile or standing for brief periods of time. Additional requirements include the ability to move objects according to the following weight & frequency: Generally, 10 pounds of force up to one third of the time.

FINAL SELECTION WILL BE PREDICATED ON THE APPROVAL OF THE CANDIDATE BY THE BAY COUNTY BOARD OF COMMISSIONERS.

Send application and resume to the Court Administrator, 74th District Court, 1230 Washington Avenue, Bay City, Michigan 48708, no later than **5:00 pm Friday, January 23, 2009.** www.baycounty-mi.gov

AN EQUAL OPPORTUNITY EMPLOYER

BAY COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF DISABILITY STATUS IN ADMISSION OR ACCESS TO, OR TREATMENT OR EMPLOYMENT IN ITS PROGRAMS AND ACTIVITIES.