



CITY OF SELMA JOB POSTING

POSITION: Chief Magistrate

DEPARTMENT: Municipal Court

LOCATION: City of Selma Police Dept.

STATUS/SCHEDULE: Regular, Full-time

OPENING DATE: June 21st 2022

CLOSING DATE: UNTIL FILLED

Summary:

Under the general direction of the presiding Municipal Judge, the employee supervises the work of the Magistrate Office. Exercises good judgement and possess the ability to work independently in the performance of daily activities; issues warrants and sets bon amount; checks for prior warrants; collects fees and maintains records of closed and pending case files; assist Judge in court activities; maintains records of transactions and reconciles to budget; assist in planning and prepar8ihng the budget for the Municipal Judges approval; prepares and maintains copies of monthly reports. Performs other related duties assigned.

College degree and/or 2-3 years of Administrative experience preferred, however, any combination of education and administrative experience will be considered. Must have the ability to become certified and maintain certification as a Municipal Court Clerk. Must be able to read and comprehend laws, guidelines and court documents.; must be able to write clear and concise; must be able to complete reports in a timely manner; must have the ability to maintain confidentiality; must be able to multi-task and organize work with frequent interruption in a busy work environment; must have the ability to work and communicate effective and efficiently with co-workers; must be able to interact and assist Citizens, Law Enforcement Officers Attorneys, City Departments and other

outside Governmental Agencies. Must be able to work in MS Word, Excel, PowerPoint and other Databases. Must be able to work non-standard hours, some weekends and holidays in order to carry out the functions of the office.

*****Must be willing to become certified by the Alabama Administrative Office of Courts within one year from date of employment.*****

Applications are available in the Personnel Department at City Hall located at 222 Broad Street, Selma, AL 36701 | Office hours are Monday – Friday from 8:30 a.m. to 4:30 p.m.

THE CITY OF SELMA IS AN EQUAL OPPORTUNITY EMPLOYER