

CITY OF SELMA
INTERNAL/ EXTERNAL JOB POSTING

The following position is available with the City of Selma. Applications are available in the Personnel Department located at City Hall, 222 Broad Street, Selma, AL 36701. Please contact the Personnel Department at (334)876-1218 with any questions. Email resume to: lrutledge@selma-al.gov.

TRANSFER REQUEST, APPLICATIONS, AND RESUMES ACCEPTED UNTIL WEDNESDAY, MAY 6, 2026

Position: Magistrate

Department: Municipal Court

Reports To: Chief Magistrate

Status: Safety-Sensitive Position

Summary:

The City of Selma is seeking a detail-oriented and dependable Magistrate to support daily Municipal Court operations. This role performs legal, administrative, and clerical duties, including processing cases, issuing warrants, managing court records, and assisting the judge during court proceedings. The position requires professionalism, sound judgment, and the ability to work with the public in a fast-paced environment.

Key Responsibilities:

- Prepare and manage court dockets, case files, and legal documents
- Issue warrants, summons, and failure-to-appear notices
- Determine probable cause and process citations and complaints
- Maintain accurate court records and enter data into systems
- Assist the judge and prosecutor during court sessions
- Handle bonds, payments, and related financial transactions
- Provide assistance and information to the public

Minimum Qualifications:

- High school diploma or GED (associate degree preferred)
- Ability to obtain Alabama Magistrate certification
- Strong communication, organizational, and computer skills
- Valid driver's license and ability to pass a background check
- Willingness to work flexible/on-call hours

Work Environment:

Primarily office-based with frequent interaction with the public and law enforcement. Position is security-sensitive

Equal Opportunity Employer Statement:

The City of Selma is an Equal Opportunity Employer. The City does not discriminate based on race, color, national origin, gender, age, disability, veteran status, or any other protected characteristic under applicable law.