

**Court Magistrate (exempt) Reports to Court Clerk and Municipal Judge.**

- Perform duties as assigned by the Court Clerk and/or Judge.
- Administrative/legal duties and responsibilities include, but are not limited to:
  - work with judges, attorneys, and Court Clerk to ensure they have the administrative support needed to work as efficiently as possible;
  - issue summons for witnesses, and failure to appear notices;
  - issues notices and reports to the department of public safety and other departments and agencies as required;
  - prepare court orders and perform other administrative tasks;
  - take depositions to determine probable cause for the issuance of arrest warrants;
  - set bail in accordance with the discretionary bail schedule in Misdemeanors and municipal ordinance violations;
  - administer oaths and affirmations;
  - Track the booking and release of all individuals incarcerated for the City;
  - Ensure defendants receive Constitutionally required Probable Cause and Initial Appearance hearings. Prepare Initial Appearance hearing paperwork for the Judge.
- Duties and responsibilities for Court records include, but are not limited to:
  - manage day-to-day tasks such as filing legal documents and entering data as needed;
  - ensure all legal documents submitted adhere to the law and Court procedures.
- Receive guilty pleas for traffic offenses in accordance with Alabama Rules of Judicial Administration, Rule 20;
- Collects payment for Court Costs and fines;
- Receipts and records monies received for payment of fines, costs and restitution;
- Must be certifiable as a Magistrate by the State of Alabama, Administrative Office of Courts;
- Must be knowledgeable of the laws and rules pertaining to criminal procedures;

Minimum three years' experience as a Court Magistrate or five years as a Court Clerk.

**Assistant Magistrate (Part Time-nonexempt) Reports to Court Clerk, Magistrate and Municipal Judge**

- Perform duties as assigned by the Court Clerk, Magistrate and/or Judge.
- Administrative/legal duties and responsibilities include, but are not limited to:
  - work with judges, attorneys, and Court Clerk to ensure they have the administrative support needed to work as efficiently as possible;
  - issue summons for witnesses, and failure to appear notices;
  - issues notices and reports to the department of public safety and other departments and agencies as required;
  - prepare court orders and perform other administrative tasks;

- take depositions to determine probable cause for the issuance of arrest warrants;
- set bail in accordance with the discretionary bail schedule in Misdemeanors and municipal ordinance violations on their personal recognizance;
- administer oaths and affirmations;
- Track the booking and release of all individuals incarcerated for the City;
- Ensure defendants receive Constitutionally required Probable Cause and Initial Appearance hearings. Prepare Initial Appearance hearing paperwork for the Judge.
- Duties and responsibilities for Court records include, but are not limited to:
  - manage day-to-day tasks such as filing legal documents and entering data as needed;
  - ensure all legal documents submitted adhere to the law and Court procedures.
- Receive guilty pleas for traffic offenses in accordance with Alabama Rules of Judicial Administration, Rule 20;
- Collects payment for Court Costs and fines;
- Receipts and records monies received for payment of fines, costs and restitution;
- Must be certifiable as a Magistrate by the State of Alabama, Administrative Office of Courts;
- Must be knowledgeable of the laws and rules pertaining to criminal procedures;