

SPECIFIC DUTIES: (90%)

1. Does all legal research and issues memorandums to Judges, Court Administrator, and Clerk.
2. Prepares decisions and entries for the judges upon their request.
3. Prepares a complete set of jury instructions and verdict forms for the court for upcoming jury trials in a timely manner.
4. Presides over all civil dockets and issues decisions within a reasonable time frame.
5. Presides over all civil trials.
6. Presides over all domestic violence dockets, including trials for Area I & Area II Courts.
7. Presides over Spanish/Interpreter traffic dockets at Area III Court 2 times a month.
8. Presides over domestic violence arraignments, pleas and diversions for Area III Court.
9. Presides over Area II Court traffic docket and hears all traffic trials.
10. Presides over all probable cause hearings monthly for all private criminal complaints.
11. Presides over all probable cause determinations for new arrests by email every weekend.
12. Presides over Video Initial Appearances (VIA'S) on Thursday, and Friday mornings.
13. Answers questions from the judges and staff
14. Works out vacation and sick coverage with part time Magistrate.
15. Informs Court Administrator of any scheduled time off and coverage arrangement.
16. Attends training and education sessions as required by the Supreme Court.