

#### THE DEPARTMENT

The Sedona Municipal Court is the judicial branch of Sedona city government and is also a part of the State of Arizona court system.



The types of offenses that are heard in the Sedona Municipal

Court include misdemeanor criminal violations, criminal and civil traffic offenses, parking violations and City Code violations, both criminal and civil. The Court also handles Orders of Protection and Injunctions Against Harassment.

The Sedona City Court offices contain one Magistrate Judge, one Court Administrator, and two Court Clerks.

The Sedona Municipal Court does not handle small claims actions. For small claims cases, citizens must contact the Verde Valley Justice Court in Cottonwood.

### THE ORGANIZATION

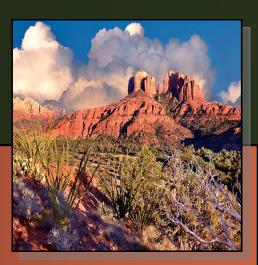
The City of Sedona operates under the Manager-Council form of government with six Council Members and one elected Mayor. The Council appoints the City Manager, who is responsible for carrying out policy enacted by the Council, and overseeing administration of the City.

Sedona currently has a staff of 125 full-time equivalent employees; City departments include the City Manager, City Attorney, City Clerk, Community Development, Economic Development, Public Works, Finance, Human Resources, Information Technology, Magistrate Court, Parks and Recreation, Police, and Wastewater (special districts provide fire services and water).

The City enjoys a high degree of public involvement and collaboration on its boards, commissions, and advisory groups within the City. Citizens are active and engaged in Sedona's civic life.

The City of Sedona is the 8th safest city in the state of Arizona.

- FBI 2016 Crime Reports



# EXPERIENCE and EDUCATION

The ideal candidate will have at least five years of increasingly responsible experience in the criminal justice system, including three years of administrative responsibility.

Candidates must have a Bachelor's degree in one of the following areas: public administration, political science, criminal justice, or a related field. Law degree and previous judicial experience is preferred.

Upon appointment, if no prior Arizona judicial experience, must attend and complete the first available Orientation for Judges of the Limited Jurisdiction Program (conducted by the Arizona Supreme Court). Additionally, must attend the required annual Arizona Judicial Conference and must complete sixteen hours of legal training including not less than eight hours in ethics, and legal update classes.



skilled professional with superior communication and organizational skills. Knowledge of and experience in magistrate legal proceedings and effective office management skills are essential for this small but busy department.

Additionally, a thorough understanding of personnel management is a necessity. The ideal candidate will work well with both Court staff and City employees.

Important management strengths include the ability to make timely and informed decisions, to delegate and develop departmental staff, to remain approachable and maintain staff accountability through applicable and timely performance reviews and management systems.

The City of Sedona provides an outstanding work environment that is marked by employee excellence, and outstanding customer service. The successful candidate will bring a can-do attitude, excellent communication skills, and professionalism to the Sedona Court.



## COMPENSATION and BENEFITS

The current top salary range for this part-time, 24-hour per week position is \$65,000.00. Salary placement for the top candidate will depend on experience and education.

The City of Sedona offers a competitive benefit package that includes:

- Arizona State
  Retirement System
- 100% City-paid health, dental and vision coverage for employee
- Substantial contributions to health, dental and vision coverage for dependents
- City provided \$50,000 group term life insurance
- Short-term disability
- Ninety-six hours of PTO time
- Pro-rate, yet generous vacation accrual
- Eleven paid holidays
- Deferred compensation Optional IRS 457 plans
- Wellness programs
- Free on-site exercise facilities

### HOW TO APPLY

To be considered for this exceptional career opportunity, submit your résumé, cover letter, a list of six work-related references (who will not be contacted without prior notice) and current salary by May 3, 2017.



Your résumé should reflect years and months of employment, beginning/ending dates as well as size of staff and budgets you have managed.

Please submit your materials electronically as one file to

<u>HumanResources@SedonaAZ.gov</u>

The City will select candidates to participate in an interview process in Sedona within weeks of the closing date. This recruitment is open until filled.

Deadline to Apply:

May 3, 2017

Finalist in-person interviews:

Week of May 15, 2017

All dates are approximate.

Tel: 928-203-5189 • Fax: 928-282-1394

E-mail: HumanResources@SedonaAZ.gov

Website: www.SedonaAZ.gov