



invites your  
interest  
in the  
part-time  
position of

# MAGISTRATE JUDGE

Closing Date: May 3, 2017

## THE POSITION

The City of Sedona's Magistrate Judge serves as presiding officer of the City Court. The Judge performs adjudication of petitions for protective orders, violations of Arizona traffic and criminal laws, the charter and municipal ordinances of the City of Sedona, in compliance with the Constitution, Supreme Court rules of procedure, rules of evidence, administrative rules and regulations of the Arizona Supreme Court and the charter and ordinances of the City.

The City is seeking a strong, hands-on leader with solid legal ethics and integrity. The Judge must have the ability to focus on personnel management, teamwork, respond timely to staffing issues, and have excellent internal communication abilities.

The Judge will be approachable, positive, and capable of working in a collaborative manner with their team and other departments. Additionally, the Judge will have a personality style that is comfortable in a small municipality.

## OUR MISSION

*The mission of the Sedona Municipal Court is to serve the community and to protect individual rights through the administration of justice.*

*We pledge to serve each member of our community promptly with honesty, fairness, and integrity.*

## 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.

## CANDIDATE PROFILE

The ideal candidate is a 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

[HumanResources@SedonaAZ.gov](mailto:HumanResources@SedonaAZ.gov)

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](mailto:HumanResources@SedonaAZ.gov)

**Website:** [www.SedonaAZ.gov](http://www.SedonaAZ.gov)