



invites your  
interest  
in the  
position of

# MAGISTRATE JUDGE

**Both part-time and full-time  
applicants are encouraged to apply.**

First Review of Resumes: 09/14/2021

## THE POSITION

We welcome all qualified candidates to apply! The selected candidate will be given the choice of either a part-time (24 hours per week) or full-time Magistrate Judge position. Full-time candidates must have experience managing court finances and administrative proficiency overseeing a court.

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 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 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 part-time Court Security Officer, one Lead Court Clerk, and three Court Clerks.

The Sedona Municipal Court does not handle small claims actions. For small claims cases, citizens 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 approximately 140 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, Sustainability, 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.

## EXPERIENCE and EDUCATION

The ideal candidate will have at least five years of 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.

Candidates must have five years of increasingly responsible experience in the criminal justice system, including three years of administrative responsibility. A law degree and previous judicial experience required.

The selected candidate must attend the required annual Arizona Judicial Conference and complete sixteen hours of legal training including not less than eight hours in ethics and legal update classes.

## CANDIDATE PROFILE

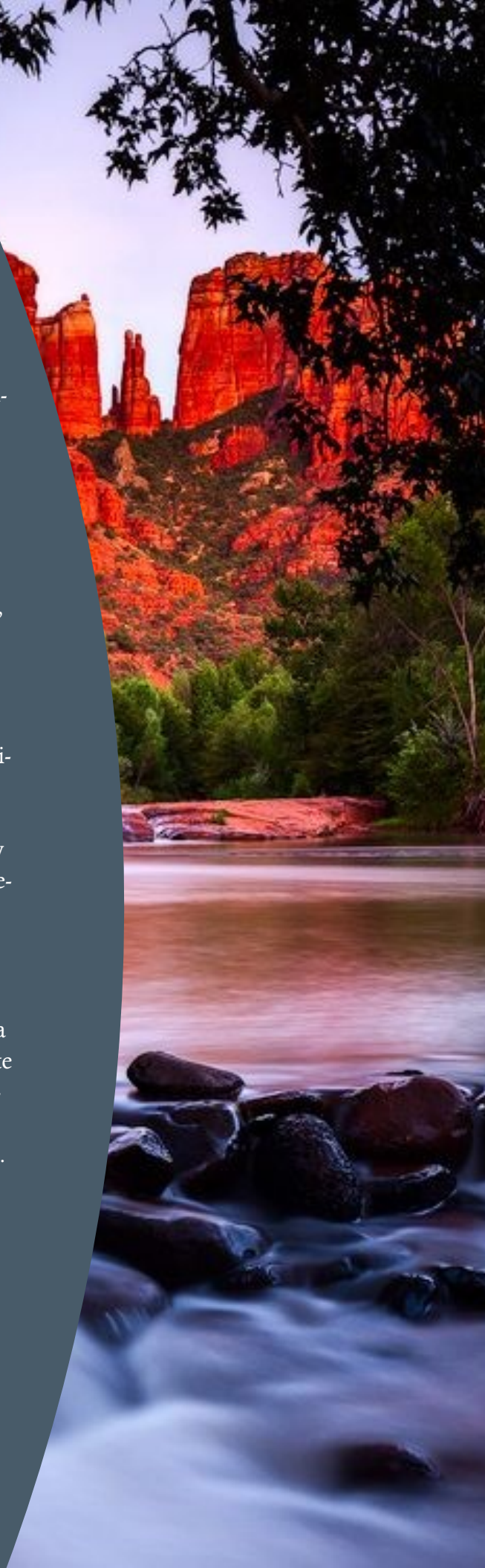
The ideal candidate is a skilled professional with superior communication and organizational skills.

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 top salary for a full-time Magistrate Judge ranges from \$110,000.00 to \$130,000.00 DOQ.

The City of Sedona offers a competitive benefit package for both part- and full-time that includes:

- Arizona State Retirement System with matching employer contributions
- 100% City-paid health, dental, and vision coverage for employee
- Substantial contributions to health, dental and vision coverage for dependents
- HSA health plans available with generous City allowances provided
- City provided \$50,000 group term life insurance
- Short-term disability
- 96 hours of PTO time (prorated for part-time)
- Generous monthly vacation accruals
- Eleven paid holidays
- Deferred compensation plans – Optional IRS 457 plans
- Cell phone stipend



## 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). In your cover letter, please indicate if you would prefer a part-time or full-time position.

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).

This recruitment is open until filled.

**First review of resumes:**  
September 14, 2021

**Tel:** 928-203-5189

**Fax:** 928-282-1394

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

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