

Municipal Judge

Summary

The City of Bend seeks the services of a Municipal Court Judge to perform the functions and duties specified in the City's Charter and Municipal Code and to perform other such legally permissible and proper duties and functions as the City Council shall assign. [Chapter 5 Section 25 of the Bend Charter](#) and [Chapter 1.35 of the Bend Municipal Code](#) determine the authority and functions of the Municipal Court Judge.

Duties include, but are not limited to, holding weekly arraignments, trials, and continuances, accepting pleas, and conducting sentencing. The judge works with the elected City Council and city staff to develop programs and policies to effectuate change in the community. The judge currently conducts three sessions of court each week, held on Tuesdays and Thursdays. While Tuesdays and Thursdays are the current court days, the schedule can be changed to meet the needs of the Police Department, Municipal Court staff, City of Bend, and the public. The scope is limited to the City's Municipal Code, traffic and parking.

The Council adopts the rate per hour by resolution (currently \$182 per hour) and those rates are subject to change if warranted by market conditions and approved by the City Council. The City reserves the right to negotiate compensation.

Contract Term

The City anticipates a two-year contract, with options for two-year renewals. Renewal of the contract will require Council reauthorization.

Recruitment Schedule

The City anticipates the following schedule for the recruitment process:

Initial Application Review Date: February 27, 2025; however, the position will remain open until filled.

Council Consideration: Mid-March 2025 for applications submitted by the initial review date.

Anticipated Start Date: Early April 2025 or a later date agreed to by Council.

How to Apply

Interested candidates must apply online and include the following items:

1. Attach a Cover Letter and resume with a brief description of your professional experience and qualifications, including:
 - a. Education
 - b. Employment
 - c. Offices held
 - d. Professional organizations

- e. Identify any experience with municipal law
 - f. Describe your capability in providing services as Municipal Court Judge
 - g. Provide a brief description of your judicial philosophy
 - h. Oregon State Bar number
2. Answers to the Supplemental Questions on the application.

Functions, Duties and Responsibilities

See [Chapter 5 Section 25 of the Bend Charter](#) and [Chapter 1.35 of the Bend Municipal Code](#) for scope of duties and responsibilities.

Knowledge, Skills and Qualifications

Knowledge of:

- Modern office procedures, methods and equipment including computer and supporting word processing and spreadsheet applications;
- English usage, spelling, grammar and punctuation;
- Principles and practices of records management including records retention laws; and
- Pertinent Federal, State and local laws, codes and regulations.

Ability to:

- Apply Bend Code substantive and procedural provisions relating to civil infractions and state violation and traffic laws;
- Communicate effectively, clearly and concisely, both verbally and in writing;
- Demonstrate tact and diplomacy; and
- Establish and maintain cooperative work relationships with City Municipal Court staff and other City departments, the City Council and members of the public.
- Learn and utilize the Municipal Justice software (Incode) in court operations.

Education, Experience, Certifications and Licenses Required:

- Minimum of five years of legal experience required;
- Experience in trial proceedings as a judge or prosecutor; municipal court experience preferred;
- Active member of the Oregon State Bar, in good standing with no pending or unresolved disciplinary matters;
- Experience in performing legal services related to the conduct of a municipal court preferred;
- Demonstrated skill in establishing and maintaining effective working relationships with subordinates, public and private officials, and the general public; and
- Experience working in public or government agency sector preferred.

Benefits

This position is not benefits eligible.

Municipal Judge Supplemental Questionnaire

***QUESTION 1**

Provide a brief description of actions you would take to:

- a) Monitor and report timeliness and efficiency of court proceedings;**
- b) Minimize and monitor workload in other City departments created by court actions;**
- c) Increase outstanding fine(s) collections;**
- d) Take actions to improve traffic safety and community education;**
- e) Facilitate court and City Council relations;**
- f) Keep the City Council informed regarding changes that would affect court operations.**

***QUESTION 2**

Describe any other action or program you would implement in court operations.

***QUESTION 3**

Provide a brief description of your philosophy as to the administration of fines for first and repeat offenders.

***QUESTION 4**

Provide any other information or comments, which you believe are relevant and will assist the City in making its selection.

*** Required Question**