



CITY OF MESA
invites applications for the position of:
City Magistrate

SALARY: \$157,664.00 Annually

OPENING DATE: 10/02/20

CLOSING DATE: 11/05/20 11:59 PM

DESCRIPTION/DUTIES:

The City of Mesa is filling one current vacancy for City Magistrate; however, this recruitment may also be used to fill possible additional vacancies between now and June 30, 2021. This classification has been designated as a non-classified, non-merit, at-will position.

*****Please carefully review ALL of the following information and directions before clicking 'Apply' to begin your application.*****

Step 1: **Complete and Save this Supplemental Questions document first, saving your final version to be uploaded as a PDF file.** You must attach this PDF document to your online application **prior to submitting it.** You will not be able to go back and attach any documents after you have submitted the online application. Applicants are required to complete this Supplemental Questions document linked here: [2020 City Magistrate Application](#)

Please take note of Sections C.8 and G.1-5 which require additional writing sample and reference information to be attached. Applications that do not include ALL required attachments WILL NOT BE CONSIDERED.

Step 2: Save the completed Supplemental Questions document **as a PDF file labeled as your full name and City Magistrate** (Example: Susan Smith City Magistrate) on your computer to **attach it along with your writing sample and references documents to your online application PRIOR to submission.** You will not be able to go back and attach any documents after you have submitted the online application.

Note: If you do not have access to a computer with Word, please contact the HR representative noted below to arrange for you to come to the Human Resources Office to access a computer with Word. Senior Human Resources Analyst: Nicole Fazzio at 480-644-4417. Email at Nicole.fazzio@mesaaz.gov. The completed Supplemental Questions PDF file will be uploaded to the online application. Applicants needing assistance with this process may contact Nicole Fazzio. ***Applications that do not include a completed attached Supplemental Questions document AND the required writing sample and references attachments identified in Sections C.8 and G.1-5 WILL NOT BE CONSIDERED.***

Step 3: Complete the online application at <http://www.mesaaz.gov/jobs>.

Step 4: **Upload/attach the completed Supplemental Questions PDF file saved in Step 2 and your additional writing sample and references documents to the online application PRIOR to submission.** You will not be able to go back and attach any documents after you have submitted the online application.

A City Magistrate is responsible for presiding over misdemeanor and civil traffic cases filed with the Mesa Municipal Court, and presides over Orders of Protection. A City Magistrate is responsible for applying relevant Supreme Court Rules, state statutes, City ordinances, and case law when presiding over trials to the court, trials to a jury, pre-trial conferences, arraignments, motions, and other hearings. An employee in this class is also responsible for imposing sentences commensurate to the offense and within the parameters allowed by law. In

addition, may be required to conduct initial appearances or arraignments in a jail court environment, in accordance with the Arizona Criminal Rules of Procedure. This class performs related duties as required.

A City Magistrate is appointed by the City Council to a specified term. Prior to consideration for reappointment by the City Council, City Magistrates are evaluated by a Judicial Advisory Board, which makes recommendations to the City Council. This class is FLSA exempt-professional.

About the Application and Selection Process: All applications must be submitted online. Please note the Supplemental Questions and attachments are required. See Step 1 above.

The Judicial Advisory Board will review applications and select the most qualified applicants for an interview. The Judicial Advisory Board will conduct the interviews and make recommendations of the finalists to the City Council. The City Council may interview the finalists. The candidate selected will be appointed by the City Council to a specified term.

Letters of Recommendation for City Magistrate applicants may be forwarded directly to Nicole Fazzio, Senior Human Resources Analyst at nicole.fazzio@mesaaz.gov.

Please refer to the link below for the full job description and additional information regarding preferred qualifications and essential functions.

QUALIFICATIONS & REQUIREMENTS:

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Any combination of training, education, and experience equivalent to 7-9 years of experience as a lawyer, judge, or hearing officer in criminal or traffic cases, and graduation from an accredited school of law.

Special Requirements. Admission to the Arizona State Bar Association. For this position, an individual receiving a conditional offer of employment from the City of Mesa must pass a background investigation through the City of Mesa Police Department, the Arizona Department of Public Safety, and Federal Bureau of Investigation prior to commencing employment with the City of Mesa.

Preferred/Desirable Qualifications. Previous judicial experience in misdemeanor cases is preferred.

LINK TO JOB DESCRIPTION:

apps.mesaaz.gov/JobDescriptions/Documents/JobDescriptions/cs1201.pdf

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The City of Mesa respects, values, and welcomes diversity in our workforce. To this end, we encourage all interested people to apply. Human Resources reserves the right to close positions without prior notification.

APPLY ONLINE AT:

<https://www.governmentjobs.com/careers/mesaaz>

PO Box 1466
Mesa, AZ 85211-1466
480-644-2758
480-644-3240

Posting #09295
CITY MAGISTRATE
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jobs.info@mesaaz.gov