



City of Easley

Job Announcement – Chief Municipal Judge

The City of Easley, South Carolina (pop 22,000), located conveniently between Greenville, SC and Clemson, SC, and sitting at the foot of the Blue Ridge Mountains, invites applications for a Chief Municipal Judge. Under the appointment of Council and direction of the Mayor and City Administrator the Chief Municipal Judge plans, controls, directs, manages and supervises the all Municipal Court activities for the City of Easley. The position supervises all Part-time Municipal Judges, the Clerk to Court, and all other court personnel.

Minimum Training & Experience:

Requires Bachelor's degree and over five of related experience is required. The equivalent combination of education and related work experience may be considered.

Specific Duties:

- Coordinates, schedules and participates in all judicial activities of the Municipal Court, ensuring compliance with applicable policies, procedures, laws and regulations.
- Supervises staff that includes all Part-time Judges and clerks and oversees their workload and compliance with City and State regulations and personnel policies.
- Coordinates Municipal Court activities with S.C. Court Administration as required.
- Schedules and conducts conferences with police officers, attorneys, defendants, victims and the City Attorney regarding cases as necessary.
- Conducts preliminary hearings to determine whether there is reasonable and probable cause to hold defendant for further proceedings or trial.
- Issues arrest, bench and search warrants; prepares and authorizes service of jury summonses, witness subpoenas, detention orders, release orders and other court orders.
- Adjudicates criminal and traffic cases; conducts bench and jury trials.
- Conducts bond hearings; determines bond amounts.
- Rules on motions and drafts orders, judgments and decisions.
- Develops and administers counseling and rehabilitation programs for offenders.
- Files required reports with the S.C. Court Administration and other officials as necessary.
- Prepares and administers the department's annual budget; prepares related reports.
- Receives and responds to inquiries, concerns, complaints and requests for assistance regarding areas of responsibility; advises the public regarding Municipal Court procedures and codes of law.

The application deadline is April 3, 2020 for the first review of applications. To be considered, please submit a cover letter and résumé. You can email to lchapman@cityofeasley.com or mail to:

Lisa Chapman
City of Easley
Re: Municipal Judge
P.O. Box 466
Easley, SC 29641

Starting pay is expected to be in the \$61,000 - \$70,000 range with an excellent benefit package.

The City of Easley is an Equal Opportunity Employer

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