

District Judges

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STATE OF MICHIGAN
86th Judicial District Court
GRAND TRAVERSE • LEELANAU • ANTRIM COUNTIES

GRAND TRAVERSE COUNTY
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Traverse City, Michigan 49684
(231) 922-4580
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Probation Fax (231) 922-6889

LEELANAU COUNTY
8527 E. Government Center Dr. STE. 201
Suttons Bay, Michigan 49682
(231) 256-8250
Fax (231) 256-8275

ANTRIM COUNTY
P.O. Box 597
Bellaire, Michigan 49615
(231) 533-6441
Fax (231) 533-6322
Probation Fax (231) 533-6822

Position

Part-time, salaried position as a Magistrate in Antrim County, 86th District Court.

- Candidates must be an Antrim County resident
- Bachelor's Degree in Criminal Justice, Law Enforcement, or a related human services field with a minimum 5 years professional work experience in a field related to magistrate duties.

Salary will be commensurate with experience.

Duties and Responsibilities

The following is intended to be a general description of the duties and responsibilities and not a complete list:

- Conduct criminal arraignments in both misdemeanor and felony cases, advise defendants of charges and legal rights, set appropriate bonds and bond conditions.
- Accept pleas to specific misdemeanor offenses as authorized by statute.
- Sentence defendants following acceptance of guilty pleas as authorized by statute.
- Issue properly sworn complaints, arrest warrants and search warrants.
- Adjudicate civil infractions, including admissions and admissions with explanations, conduct informal hearings, adjudicate properly filed motions.
- Review correspondence concerning civil infractions and criminal misdemeanor violations where violator pleads responsible or guilty with an explanation.
- Preside over small claims hearings (if the candidate hired is a licensed attorney with the requisite experience).
- Perform civil marriages.

Other Duties and Responsibilities

- Obtain and maintain all required state licenses, performance bonds and certifications necessary to perform the duties of District Court Magistrate.
- Must reside within Antrim County Michigan.
- May not practice law in the 86th District Court. (If candidate hired is an attorney)
- Must be willing to be on call 24/7 in Antrim County for all Antrim County related work.
- Must be willing to cover all three counties (Antrim, Leelanau, Grand Traverse) on a rotational basis for weekend and holiday coverage for bond setting and search warrants.

Required Knowledge and Skills

- Thorough working knowledge of Michigan Compiled Laws, Michigan Court Rules, and criminal and civil procedure.
- Knowledge of courtroom practices and procedures, professional standards of legal practice and legal ethics.
- Ability to interact objectively and communicate effectively and respectfully with plaintiffs, defendants, and attorneys.

Please send resume to:

Carol Stocking, Court Administrator

cstockin@grandtraverse.org

subject line: Magistrate Vacancy

Deadline April 29, 2020

Equal Opportunity Employer