

City of Rehoboth Beach, Delaware

Job Description

Classification Title	Alderman Judge
Job Code	1007
FLSA Status	Exempt
Pay Grade	111

GENERAL POSITION SUMMARY

The City of Rehoboth Beach Alderman Court #37 hears traffic, criminal (misdemeanor), and civil violations of the City's ordinances. The Alderman Court falls under the Jurisdiction of the State of Delaware Chief Justice and is nominated by the Governor and confirmed by State Senate to decide all violations of City ordinances. Receives and processes payments for the Court.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Monitors and establishes court procedures
- Provides judicial interpretations and decisions concerning municipal codes
- Interprets traffic, misdemeanors, and criminal ordinances, and determines violations and fines and reports on all activities
- Schedules court cases, arranges court calendars, and notifies affected parties, witnesses and City personnel concerning court appearances and reports on these activities
- Maintains court records and dockets
- Prepares and processes legal documents such as commitments, subpoena, appeal bonds, and releases
- Composes letters to the public and attorneys
- Receives voluntary assessments for violations
- Provides information to the public on local law interpretation and legal procedures
- Assists in public education regarding the nature of violations, court procedures, disposition of cases, and the nature of the fines levied
- Monitors state laws to assess their potential procedural impact on the court
- Performs related work as required

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MINIMUM ENTRANCE QUALIFICATIONS

Education and Experience

- Associate's degree or two (2) years of formal training beyond high school
- At least three (3) to five (5) years of related work experience
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities

Licenses or Certifications

- None

OTHER JOB REQUIREMENTS

- None

PREFERRED QUALIFICATIONS

- None

COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Municipal government organization polies and procedures
- Legal terminology and court procedures
- Operations and procedures of municipal court
- Court jurisdiction
- Applicable laws and regulation governing court cases
- Purchasing, budgeting personnel, and other municipal government functions

Skill in:

- Performing a variety of duties, often changing from one task to another of a different nature
- Negotiation and problem solving
- Customer service
- Scheduling court cases
- Verbal and written communication
- Legal research
- Use of computer software

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Ability to:

- Meet schedules and deadlines of the work
- Follow oral and written instructions
- Prepare and administer legal documents
- Interpret and communicate legal codes and ordinances
- Maintain working relationships

WORK ENVIRONMENT/CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Office or similar indoor environment			X
Outdoor environment	X		
Street environment (near moving traffic)	X		
Construction site	X		
Clinical health care environment	X		
In the community (homes, businesses, etc.)	X		
Warehouse environment	X		
Shop environment	X		
Exposures	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Individuals who are rude or irate		X	
Individuals with known violent backgrounds		X	
Communicable diseases	X		
Bodily fluids (blood, urine, etc.)	X		
Infectious waste	X		
Extreme cold (<i>below 32 degrees</i>)	X		
Extreme heat (<i>above 100 degrees</i>)	X		
Moving mechanical parts	X		
Risk of electrical shock	X		
Vibration	X		

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Fumes or airborne particles	X		
Toxic or caustic chemicals, substances waste	X		
Loud noises (85+ decibels)	X		

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position is generally *sedentary*. Employees sit most of the time, but may walk or stand for brief periods of time.

Date created:	September 12, 2018
Dates revised	