

**ALLEGAN COUNTY  
57TH DISTRICT COURT**

***JOB DESCRIPTION***

**JOB TITLE:** Attorney/Magistrate

**REPORTS TO:** District Court Chief Judge and District Court Administrator

**SUMMARY**

Serves in a quasi-judicial capacity as prescribed by statute and court rule, and as authorized by the Chief Judge. Conducts informal and small claims hearings, conducts arraignments on misdemeanor and felony matters, issues arrest and search warrants, and sets bond.

**PRINCIPAL DUTIES AND RESPONSIBILITIES**

*(An \* denotes duties or responsibilities judged to be "essential job functions" in terms of the Americans With Disabilities Act or ADA)*

Conducts informal hearings in civil infraction matters. Explains the law and procedures to parties, hears testimony, examines witnesses under oath, makes findings of fact and conclusions of law, and assesses appropriate sanctions upon findings of responsibility.\*

Presides over small claims hearings as authorized by court rule, statutes and the Chief Judge.

Conducts arraignments in felony and misdemeanor matters, accepts guilty pleas and sentences defendants for misdemeanors within magistrate's statutory jurisdiction, considering defendant's record and other relevant factors.\*

Accepts and examines criminal complaints and examines witnesses, as necessary, in order to determine probable cause for issuing arrest warrants authorized by the prosecuting attorney. \*

Accepts and examines affidavits for search and seizure warrants from law enforcement officers. Upon determining probable cause, issues search and seizure warrants.\*

Sets or denies bail in criminal matters based on seriousness of charge, probability of defendant's court appearance, and other relevant factors. May set conditions for bond, or commit accused persons to jail in lieu of bail.\*

**Attorney/Magistrate (continued)**

- Accepts admissions of responsibility in civil infraction matters, considers defendants' verbal or written explanations, and makes appropriate disposition of cases including assessing fines and other sanctions.\*
- Performs civil marriage ceremonies.\*
- Performs magisterial duties outside of normal court business hours on a regular basis. Serves in an on-call capacity for the issuance of warrants and setting of bonds.\*
- Acts as in-house legal advisor to the court and employees regarding statutes, court rules and case findings.\*

Assists in other areas of the court as required.\*

*The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such a person.*

**QUALIFICATIONS**

**Education:** Graduation from an accredited law school.

**Experience:** One to two years of experience which has provided a working knowledge of district court civil procedure, or other closely related experience.

*The qualifications listed above are guidelines for selection purposes; alternative qualifications may be substituted if sufficient to perform the duties of the job.*

**CERTIFICATION OR LICENSURE**

Licensed to practice law in the State of Michigan.

Must be a registered voter in Allegan County and successfully complete the Michigan Judicial Institute training course on traffic law adjudication and sanctions.

**Attorney/Magistrate (continued)**

Date Approved: 5/5/00

Revised:

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