

Job Description: DISTRICT JUDGE

CLASS NO. 201

EEOC CATEGORY: Officials and Administrators

PAY GROUP: Unclassified

FLSA: Exempt

SUMMARY OF POSITION

A District Judge presides over a District Court, which is a trial court of general subject matter jurisdiction under the Texas Constitution. District Courts have general original jurisdiction over all causes of action for which a remedy or jurisdiction is not otherwise provided by law or by the constitution, and have the power to issue various writs to enforce their jurisdiction. District Judges also have some county administrative responsibilities.

EXAMPLES OF WORK

Essential Duties*

Presides over a District Court which is required by law to give preference to either civil or criminal cases;

Presides over hearings, jury trials, and non-jury trials related to the following:

Tax cases in Chambers County;

Felony criminal cases and misdemeanor cases involving official misconduct;

Divorce cases;

Suits for title to land and enforcement of liens on land;

Contested elections;

Suits for slander or defamation;

Suits on behalf of the state for escheat;

Family law matters and civil matters where the amount in controversy meets specific statutory amounts; and

Contested matters involved in probate cases.

Issues writs of habeas corpus, mandamus, injunction, certiorari, sequestration, attachment, garnishment, or other writs necessary to enforce the District Court's jurisdiction;

*for the purpose of compliance with the Americans with Disabilities Act (ADA)

This job description does not take into account potential reasonable accommodations.

8/2012

Chambers County

CLASS NO. 201 (Continued)

Impanels a Grand Jury, receives indictments from Grand Juries, and tries the person(s) accused in the indictment;

In conjunction with other District Judges in Chambers County, appoints and may remove the County Auditor;

Conducts legal research and prepares legal rulings;

Supervises personnel assigned to a District Court; and

Performs other duties as specified by law.

Other Important Duties*

Attends continuing legal education courses as necessary;

May serve on various boards such as the Juvenile Board and the Adult Probation Board; and

Performs such other related duties as may be assigned.

QUALIFICATION REQUIREMENTS

A candidate for District Judge must be at least 25 years of age, a practicing attorney or a judge of a court in the State of Texas for four years, a resident of the district in which he/she seeks election, and a citizen of the United States.

TERM OF OFFICE

The District Judge is elected to a four-year term.