

Job Description: JUSTICE OF THE PEACE

CLASS NO. 901

EEOC CATEGORY: Officials and Administrators

PAY GROUP: Unclassified

FLSA: Exempt

SUMMARY OF POSITION

The Justice of the Peace is the presiding Judge of the Justice Court and Small Claims Court and has exclusive jurisdiction in all forcible entry and detainer suits and has concurrent jurisdiction with county court in all other Class C criminal misdemeanor cases and in civil cases where the amount in controversy does not exceed limits established by law. The Justice of the Peace also acts as Magistrate, Local Recorder, and Coroner.

EXAMPLES OF WORK

Essential Duties*

In accordance with budget authorized by the Commissioners Court, hires staff necessary to carry out statutory functions and may dismiss staff members;

Plans for the futures services and budgetary needs of the department;

Manages the personnel, equipment, facilities, and finances assigned to the department;

Evaluates the services of employees of the department;

Presides over both justice and small claims court in civil suits filed with the court involving monetary amounts not exceeding limits established by law, and presides over eviction suits, resolving the cases through trial, default, agreement, or dismissal;

Resolves all Class C criminal misdemeanor cases through trial, plea, or dismissal;

Issues summons and arrest warrants on Class C misdemeanors;

Issues a variety of civil processes and writs;

Collects fees and maintains records of the financial transactions of the office;

Conducts marriage ceremonies and serves as ex officio notary public;

Conducts examining trials in felony cases to determine if probable cause exists to bind defendant over for grand jury;

Presides over hearings pertaining to suspension of drivers' licenses and conducts other hearings;

*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

CLASS NO. 901 (Continued)

Conducts inquests, both formal and informal, on a 24-hour basis, including inquests at death scenes; Conducts arraignments for Justice of the Peace, County, and District Courts; and

Attend mandatory continuing education seminars as required by law.

Performs the following magistrate duties;

Issues magistrate warnings to prisoners in county custody;

Reviews affidavits requesting search and/or arrest warrants on Class A and B misdemeanors and on felony offenses, determines whether probable cause exists to issue the warrant, and if so, issues the appropriate warrant;

Interviews persons wishing to have individuals committed to the State Hospital for problems relating to mental illness or alcoholism, determines whether probable cause exists for commitment, and if so, processes necessary commitment papers; and

Perform other duties as specified by law.

QUALIFICATION REQUIREMENTS

Each candidate for Justice of the Peace must be a qualified voter and resident of the precinct, must be a citizen of the United States and have lived in the State of Texas for a period of six months before the date of any primary, general, or special elections, and have lived for six months before such election in Chambers County and in the precinct for which the office is to be filled. After election, must maintain statutorily required annual education credits.

May be required to maintain personal vehicle (car allowance is budgeted) for use in inquest and magistrate duty on 24-hour call.

TERM OF OFFICE

Each Justice of the Peace is elected to a four-year term.