



City of Tempe

COURT COMMISSIONER

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	433	<i>Department:</i>	Court
<i>Supervision Level:</i>	Appointed	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Unclassified**	<i>Market Group:</i>	Assistant City Attorney
<i>Safety Sensitive / Drug Screen:</i>	No	<i>Physical:</i>	No

Click [here](#) for more job classification information including current salary range.

****This classification is unclassified, which means the employee or the City can terminate the employment relationship at any time, for any or no reason, with or without cause or notice.**

REPORTING RELATIONSHIPS

Receives direction from the Presiding Judge or from her/his designees.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Five (5) years of experience as an attorney including responsibilities for preparing and presenting trial cases. Experience as a civil traffic officer, commissioner and/or judge in a municipal court is preferred.
<i>Education:</i>	A Juris Doctorate from an accredited law school.
<i>License / Certification:</i>	Member of the State Bar of Arizona in good standing for a minimum of five (5) years. Successful completion of the Civil Traffic Hearing Officer training program or required to complete within two (2) years of hire.

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

Actively support and uphold the Court’s and City’s stated mission and values. Adjudicate civil offenses by applying City code provisions, state statutes and court rules as well as criminal offenses on an as-needed basis. Other duties may include substitution for a City Judge in their absence presiding over a treatment court docket, in-custody arraignment dockets as determined by the presiding judge.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

- Preside over all facets of civil traffic cases, code enforcement violations, parking violations, petitions, and hearings for protective orders/harassment injunctions. Preside over criminal in custody dockets and address issues concerning initial appearances, arraignments, pre-trials, and orders to show cause. May be assigned to cover any aspect of a pending criminal case as directed by the Presiding Judge or her/his designees.
- Research and analyze issues based on applicable ordinances, codes, regulations, case law, statutory and constitutional law.
- Assist in the development of policies, procedures, and methods of operation. Prepare reports and related documentation upon request of the Presiding Judge or their designees.
- Perform related duties as assigned.

COMPETENCIES

CLASSIFICATION LEVEL	INCLUDES	COMPETENCIES
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies</p>		

JOB DESCRIPTION HISTORY

Effective February 2007
Revised June 2011 (minor changes/updates to Essential Functions, Experience & Education)
Revised February 2014 (Updated purpose, supervision received, & essential functions)
Revised September 2018 (Update union code to CON – Contract/Council appointed positions)
Revised October 2024 (job functions)
Revised December 2024 (education & certifications)

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Job Title: Court Commissioner

Job Code: 433

	Never	Occas.	Freq.	Contin.
ENDURANCE / ENVIRONMENT / MOVEMENT	0% of time	1-35% of time	36-65% of time	66-100% of time
Sit				x
Stationary / Stand		x		
Move / Traverse		x		
Machinery*	x			
Electrical*	x			
Power Tools*	x			
Hand Tools*	x			
Personal Protective Equipment*	x			
Respirator*	x			
Airborne Chemical Exposure	x			
Airborne Biological Exposure	x			
Computer Software	x			
Physically handling of chemicals	x			
Indoors				x
Outdoors	x			
Around, in or on water	x			
Extreme Heat	x			
Extreme Cold	x			
Office Setting				x
Confined Spaces	x			
Excessive Noise**	x			
Heights	x			
Sewage Exposure	x			
Bodily Fluid or bloodborne pathogen exposure	x			
Bend / Stoop / Twist	x			
Crouch / Squat	x			
Kneel / Crawl	x			
Above Shoulder Level	x			
Below Shoulder Level			x	
Repetitive Arm Use		x		
Repetitive Wrist Use		x		
Repetitive Hand Use		x		
Climb Stairs / Ladders	x			
Neck Range of Motion		x		
Traverse Uneven Surface	x			
Traverse Even Surface		x		

VEHICLE OPERATION	YES	NO
Will this position drive a City vehicle?		x
Will this vehicle require a Commercial Drivers License?		x

VISION REQUIREMENTS	YES	NO
Close (clear vision at 20 inches or less)	x	
Distance (clear vision at 20 feet or more)	x	
Color (ability to identify and distinguish colors)	x	
Depth Perception (three-dimensional vision, ability to judge distances and	x	
Peripheral (ability to observe an area that can be seen up and down or to the	x	
Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)	x	

Maximum LIFT / CARRY	Lift	Carry	Maximum PUSH / PULL	Push	Pull
5-25lbs	x	x	5-25lbs	x	x
26-50lbs			26-50lbs		
51-75lbs			51-75lbs		
76-100lbs			76-100lbs		

ADDITIONAL CONSIDERATIONS:
<ul style="list-style-type: none"> - May require working extended hours. - May work alone for extended periods of time. - Must evaluate evidence and determine credibility of information and testimony.

*DEFINITIONS/EXAMPLES
Machinery: bucket truck, riding mowers, backhoe etc.
Electrical: wiring, outlets, fuses etc.
Power Tools: push mowers, jackhammers, drills, chainsaw etc.
Hand Tools: hammers, wrenches, shovels, wheel barrels, saws etc.
Personal Protective Equipment: Tyvek coveralls, hard hats, fall protection harness etc.
Excessive Noise exists when you raise your voice to communicate with someone who is 3 ft away.
Respirators: 1/2 face or full-face cartridge.
Hepatitis A and Hepatitis B vaccinations are offered to employees in the OSHA bloodborne pathogens

****Hearing test is required**