

**CITY OF SALINA**  
**POSITION DESCRIPTION**

**CLASS TITLE:** Municipal Judge                      **GR:** E81                      **FLSA:** Exempt                      **DATE:** 01/08/2026  
**DEPARTMENT:** Municipal Court                      **DIVISION:** N/A  
**REPORTS TO:** City Manager                      **APPROVED:** \_\_\_\_\_                      **JOB CODE:** 2005

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**GENERAL DESCRIPTION:**

Under limited supervision, performs a variety of complex administrative, technical and professional work performing as the presiding judge for the Salina Municipal Court in accordance with applicable local, state or federal law. Work is difficult and requires significant interpretative judgement in variation from established procedures and standards.

**TYPICAL DUTIES:**

- Prescribes and adopts rules of practice and procedure not inconsistent with the laws of the state of Kansas; schedules the dockets for the trial and disposition of matters before the court at fixed day or evening times; conducts courtroom proceedings of persons charged with violating municipal ordinances.
- Arraigns accused persons, advises persons of charges pending against them, possible penalties thereof, and their constitutional rights; appoints counsel to represent defendants; hears and determines violations and assesses penalties; if guilty, commits persons to jail, assesses fines and determines diversion/ probation/ parole status; sets bonds, hears motions and writes legal opinions.
- Reviews case files of all persons who did not appear in court; determines whether warrants will be issued and for how much; signs warrants, reviews requests for dismissals from prosecutors; reviews request for continuances and acts on same; enters appropriate enforcement orders; possesses information restricted to specific persons.
- Serves as administrative hearing officer for cases referred from the Human Relations division; develops policies and procedures for maintaining court records in the Court's case management system.
- Directs and approves the development of the department's annual operating budget; directs and approves the maintenance of the department's equipment and physical facility; coordinates and manages contractual services including indigent defense services and security services for the facility; coordinates with county staff regarding policies and procedures for jail and transport services for inmates and court appearances for defendants in custody.
- Performs other duties as assigned.

**SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS:**

- Supervises a small staff.

**MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:**

Any combination of education and experience equivalent to the following:

- Must be a citizen of the United States.
- Juris doctor degree from accredited law school.
- An attorney regularly admitted to the practice of law in the state of Kansas.
- Minimum of five (5) years' experience in the active practice of criminal law as a lawyer, judge of a court of record or any court in the state, or as a full-time teacher of law in any accredited law school or any combination with emphasis on trial experience.
- Familiarity with electronic case filing and tracking preferred.

**RESIDENCY REQUIREMENTS:**

This position has a 40-minute response time by way of the most direct route and within the posted speed limits; or must live within the city limits of Salina, Bennington, Minneapolis, McPherson, Solomon, Abilene, or Carneiro.

ESSENTIAL JOB FUNCTIONS:

Strictly adhere to all Municipal Court rules of practice and procedure as established. (Daily)  
Establish and maintain effective working relationships with fellow employees, officials and the public. (Daily)  
Maintain and exhibit discretion at all times when handling confidential information. (Daily)  
Write letters and prepare documents of technical nature in a clear, logical and concise manner. (Daily)  
Possess and exercise effective negotiation skills. (Daily)  
Remain up to date on legislative changes and case law related to Municipal Court prosecution. (Daily)  
Maintain a working knowledge of social services available for victims and defendants in the community. (Daily)  
Maintain and apply knowledge of the principles, practices and ethics of legal administration. (Daily)  
Effectively communicate orally and in writing. (Daily)  
Exercise sound judgement in decisions and interpretations. (Daily)  
Work closely with the court administration to ensure effective and efficient operation of the court. (Daily)  
Prepare sound and accurate budget recommendations and maintain expenditures within budget. (Daily)

PHYSICAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

**Work Type:** Light, exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

**Climbing/Balancing:** Minimal, ability to sit and stand.

**Walking:** Minimal amount required.

**Stooping/Bending:** Infrequently.

**Stand/Sit:** Sit about 75 percent of the time.

**Reaching:** Occasional, overhead as well as horizontal.

**Vision:** Adequate to perform essential functions.

**Color Vision:** Adequate to perform essential functions.

**Hearing:** Frequently perceive sounds and be understood.

**Speech:** Frequently express ideas and be understood.

**Eye/ Hand/ Foot/ Coordination:** Frequently operates equipment requiring moderate ability.

**Manual Dexterity:** Frequently operates equipment requiring moderate ability.

ESSENTIAL JOB FUNCTION EXPOSURES:

**Inside/Outside:** Work inside.

**Cold/Heat:** Controlled.

**Wet/Dry:** Controlled.

**Noise/Vibrations:** Office equipment.

**Hazards:** None.

**Fumes/Dust/Odors:** Minimal exposure.

**Infectious Diseases:** Low exposure.

MENTAL REQUIREMENTS OF ESSENTIAL JOB FUNCTIONS:

Ability to communicate effectively, both orally and in writing.  
Ability to organize information for concise written and oral presentation.  
Ability to read and comprehend technically written material.  
Ability to evaluate and execute possible courses of action.  
Ability to listen to and apply information and instructions.  
Ability to work under stressful conditions and meet deadlines.

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS USED:

Computer, calculator, copy machine, fax machine, and telephone.

REMARKS:

The above position description is intended to describe the duties of an employee in general terms and does not necessarily describe all his/her duties.