

---

# Municipal Court Judge(Job Id 1509)

**Location:** US:KS:Overland Park

**Category:** Municipal Court

**Employment Type:** Employee

**Post Date:** 06/03/2026

## Description

The City of Overland Park has a full-time **Municipal Court Judge** position available in the Municipal Court Department.

### JOB SUMMARY:

Serves as judge of courtroom proceedings. Ensures that all persons charged with the violation of municipal ordinances are treated fairly, equitably and in a manner consistent with constitutional principles. Arraigns persons by advising defendants of the charges against them, sets bonds, hears motions, and appoints attorneys to represent defendants. Hears and determines charges of violations of the Overland Park Municipal Code, commits persons to jail, assesses fines, determines diversion/ probation/ and termination of same. Reviews cases of those who did not appear in court and determines disposition. Serves as presiding judge during his/her absence as assigned. Orders driver's license suspensions, refers cases to collections, and orders bench warrants.

### DUTIES AND RESPONSIBILITIES:

Subject to the provisions of O.P.M.C. 2.33.290 and 2.33.292, Overland Park Municipal Court Judges exercise the judicial function as defined in O.P.M.C. 2.33.285 and work in conjunction with the City's Municipal Court Administrator, who is in charge of all personnel and administrative functions of the Overland Park Municipal Court.

Pursuant to the powers and duties of a Municipal Court Judge, set forth in O.P.M.C. 2.33.290:

- 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 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 sets bond amounts. Signs warrants, reviews requests for dismissals from prosecutors. Reviews and acts on requests for continuances. Enters appropriate enforcement orders.
- Presides as Administrative Hearing officer in non-criminal matters as required by ordinance.
- Provides rotating on-call coverage of the court on weekends and holidays. Conducts custody hearings by video or in person.
- Conducts special projects involving the administration of the court. Compiles and analyzes data and makes recommendations to improve procedures.
- Serves as presiding judge during his/her absence as assigned.
- The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.
- The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

### Requirements:

### EDUCATION &SPECIAL LICENSE(S)/CERTIFICATIONS:

- Completion of a juris doctorate in law. Admittance to the bar of the State of Kansas.

### EXPERIENCE:

- Minimum of five years' experience in the active practice of 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 thereof.

**OTHER QUALIFICATIONS:**

- Be a citizen of the United States and resident of the City of Overland Park, Kansas during their term of office.
- As a full-time judge, not practice law during their term of office as required by Rules of Judicial Conduct.
- As a part-time judge, make a sufficient time commitment to being a part-time Municipal Court Judge to ensure the efficient and proper operation of the court and not engage in the practice of law as a criminal defense attorney or prosecutor in any municipal court during their term of office.
- Possess high personal, moral and professional integrity befitting the position of Municipal Court Judge.
- Must have educational and professional experience in supervision or administrative matters; skills in working with employees, and other groups participating in the Municipal Court; leadership qualities necessary to enhance the public image and professional stature of the Municipal Court.

**SKILLS:**

- Excellent oral and written communication skills.
- Good listening skills.
- Ability to work in environment with constant interruptions.
- Analytical skills.
- Basic math and accounting skills.

**MENTAL REQUIREMENTS:**

- Ability to read and comprehend city ordinances, state statutes and federal laws.
- Ability to apply courtroom rules and state and city laws impartially and fairly.
- Ability to analyze complex cases and apply ordinances, statutes and laws.
- Diplomacy and judgement.
- Good listening skills.

**PHYSICAL REQUIREMENTS:**

- Ability to view evidence presented and determine demeanor of witnesses.
- Ability to sit and be attentive for extended periods of time.
- Ability to speak clearly and distinctly in a courtroom.

Must successfully pass a background check, drug screen, physical exam and essential functions test.

Normal Work Hours: 8:00 a.m.-5:00 p.m., Mon.-Fri.

Salary: \$157,185.79

Application Deadline: June 24, 2026

Benefits: Full-time

All applicants must be legally eligible to work in the United States and proof of eligibility must be provided if selected for hire.

EO/M/F/D/V

continued...

---