

# City of Muscle Shoals

Post Office Box 2624 • Muscle Shoals, Alabama 35662-2624  
(256) 383-5675 • Fax: (256) 386-9201 • www.cityofmuscleshoals.com

## Application for Employment

*We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.*

**Instructions: Complete all information. Please complete insert if enclosed. Be sure to sign and date the application. MUST use ink on this application.**

### INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

Last Name		First Name		Middle Name	
Address	Street	City	State	Zip Code	
Telephone Number(s)			Social Security Number (Optional)		

**POSITION APPLYING FOR:** \_\_\_\_\_

Have you filed an application or been employed here before?  Yes  No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?  Yes  No

Proof of citizenship or immigration status will be required upon employment.

Are you available to work?  Full time  Part time  On Shifts

Are any of your relatives employed with the City of Muscle Shoals?  Yes  No

If yes, list name(s) \_\_\_\_\_

Have you been convicted of a felony?  Yes  No

If yes, please explain \_\_\_\_\_

Are you on lay-off and subject to recall?  Yes  No

Can you travel if a job requires it?  Yes  No

# Education

	Name of School	City and State	Year Graduated	Course of Study	Course or Degree
High School					
College					
College					
Vocational					
Other (Specify)					

**Describe any specialized training, apprenticeship, skills and extra-curricular activities.**


**Give name, address and phone number of three references not related to you.**

Name	Address and/or Phone Numbers

# Employment Experience

**THIS SECTION MUST BE COMPLETED EVEN WITH RESUME ATTACHED.**

List each job held. Start with your present or last job. Include military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disability, or other protected status.

<b>1</b>	Current or Last Employer	Dates Employed		Work Performed
	Telephone Number(s)	From	To	
	Job Title	Salary (Optional)		
	Supervisor (Include first and last name)			
	Reason for Leaving			
<b>2</b>	Previous Employer	Dates Employed		Work Performed
	Telephone Number(s)	From	To	
	Job Title	Salary (Optional)		
	Supervisor (Include first and last name)			
	Reason for Leaving			
<b>3</b>	Previous Employer	Dates Employed		Work Performed
	Telephone Number(s)	From	To	
	Job Title	Salary (Optional)		
	Supervisor (Include first and last name)			
	Reason for Leaving			
<b>4</b>	Previous Employer	Dates Employed		Work Performed
	Telephone Number(s)	From	To	
	Job Title	Salary (Optional)		
	Supervisor (Include first and last name)			
	Reason for Leaving			

# Agreement

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize you to make such investigations and inquiries of all statements contained in this application as may be necessary in arriving at an employment decision. I hereby release employers, schools or persons from all liability in responding to inquiries in connection with my application.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the City of Muscle Shoals.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

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## FOR HUMAN RESOURCE DEPARTMENT USE ONLY - DO NOT WRITE BELOW

Initial

Complete   
Incomplete

Scheduled Agility Test

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Scheduled Interview

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Additional Interview

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employed  Yes  No

Date of Employment \_\_\_\_\_

**QUESTIONNAIRE FOR MAGISTRATE APPLICANT**  
**(PLEASE RETURN WITH YOUR APPLICATION)**

1. Applicant must be a Certified Municipal Court Magistrate.  
Do you meet this requirement?

Yes \_\_\_\_\_ No \_\_\_\_\_

**PLEASE ATTACH A COPY OF YOUR CERTIFICATE.**

2. Do you understand that any offer of employment is conditional upon a physician's certification of your fitness for duty based upon job-related criteria?

Yes \_\_\_\_\_ No \_\_\_\_\_

3. Do you understand that any offer of employment is conditional upon a successful completion of controlled substance testing?

Yes \_\_\_\_\_ No \_\_\_\_\_

**HIGH SCHOOL DIPLOMA OR GED IS REQUIRED-PLEASE ATTACH COPY OF YOUR DIPLOMA OR GED CERTIFICATE WITH APPLICATION. (COLLEGE DIPLOMA WILL BE ACCEPTED, IF HIGH SCHOOL NOT AVAILABLE.) (Valid transcripts are accepted.)**

4. VALID DRIVER LICENSE IS REQUIRED. PLEASE INCLUDE DRIVER LICENSE NUMBER AND EXPIRATION DATE IN THE SPACES INDICATED BELOW:

DRIVER LICENSE NUMBER \_\_\_\_\_ EXPIRATION DATE \_\_\_\_\_

5. Is any member of your or your spouse's immediate family (defined by Paragraph #1.2.1 of the Civil Service Board's Personnel Policies and Procedures as spouse, parent, child, brother, sister, grandparent, grandchild, aunt, uncle, nephew, niece) employed in the department for which you desire consideration?

Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes, please name: \_\_\_\_\_

I certify that answers given herein are true and correct to the best of my ability. I also understand, that in the event I am employed, that false or misleading information given on this form may result in my discharge.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

# CITY OF MUSCLE SHOALS JOB DESCRIPTION

Title: Magistrate

Dept: City Clerk

Job Analysis conducted: February 2005

Note: Statements included in this description are intended to be representative of the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

## Relationships

Reports to: Court Clerk/Magistrate, City Clerk/Treasurer

Subordinate staff: None

Other internal contacts: Police Department Employees; City Clerk's Office

External Contacts: General Public; Defendants; Complainants; Attorneys; County Circuit and District Court Personnel; Administrative Office of Courts; Northwest Council of Local Governments; Department of Public Safety; Federal Bureau of Investigation; Armed Forces; Professional Probation Service; Other Municipal Courts; District Attorney's Office; Computer support services; Colbert County Community Corrections; Safeplace

## Job Summary

Assists the Court Clerk/Magistrate in processing court cases and maintenance of court records. Processes cases made by city police officers for court. Issues warrants and subpoenas. Collects fines, issues receipts and maintains records. Assigns case numbers, set court dates and prepares court dockets. Sets bond and receives bond payments. Types correspondence, warrants, appeals and other legal documents as instructed by municipal judge. Prepares for and attends municipal court sessions. Must be neutral and detached from all law enforcement and law enforcement activities. Performs other duties as required.

## Job Domains

(\*indicates essential functions in accordance with the ADA)

### **A. Preparation for Municipal Court**

1. \*Affirms cases with police officers; signs tickets and complaints that have been affirmed by appropriate officer.
2. \*Assigns court dates and case numbers to uniform traffic tickets and complaints.
3. \*Enters case information into computer database.
4. \*Prepares case action summaries for non-traffic cases.
5. \*Sets court dates and changes court dates as needed; notifies all parties of changes.
6. \*Files cases by court date appearance.
7. \*Maintains first calls separately from trial cases.
8. \*Requests prior DUI's from other courts and department of public safety.
9. \*Attaches lifetime driving history to DUI cases received of department of public safety.
10. \*Prepares court referral forms associated with DUI's.
11. \*Prepares waivers associated with DUI and non-traffic cases.
12. \*Prepares docket sheet for week.
13. \*Pulls tickets for cases.
14. \*Prepares courtroom for court; sets up forms, tables, etc.
15. \*Provides judge and prosecutor with scheduled case files.
16. \*Confers with judge and prosecutor to ensure proper disposition of cases.
17. \*Maintains DUI, and driver's license database.
18. Travels to police department to pick up tickets and complaints and pulls warrants.
19. \*Checks jail log and holds initial appearance for inmates that have not been bonded out within 72 hours of their arrest; informs them of the charges against them and provides an opportunity for them to bond.
20. \*Confers with the public regarding cases, tickets, etc.
21. \*Prepares summonses to court for public nuisance cases.
22. \*Remits to city clerk, judge's declarations of public nuisance for further action by the city.
23. \*Completes activities for filed motions of discovery.
24. \*Prepares subpoenas for all court case witnesses.

### **B. Issuance of Arrest Warrants**

1. \*Sets appointments, discusses cases with officers and witnesses.
2. \*Establishes whether probable cause exists before issuing warrants.
3. \*Ensures complainant completes deposition before issuing warrant.
4. \*Issues warrant and/or summons as required.
5. \*Maintains contact with police department to determine status of warrant.

6. \*Enters complaint data into the computer; prints out report for affirmation by complainant and assigns a case number.
7. \*Receives and processes shoplifting complaints from merchants.

### **C. After Court Procedures**

1. \*Prepares and issues failure-to-appear notices.
2. \*Enters dispositions into the appropriate case file.
3. \*Issues alias and capias warrants.
4. \*Checks the status of cases on the computer as required.
5. \*Files cases by new appearance dates.
6. \*Runs new docket sheets, checks dispositions and posts in the police department.
7. \*Balances cash received.
8. \*Researches old warrants as requested.
9. Writes letters to individuals who have not responded to the court referral officer and probation service.

### **D. Cash Collections and Disbursements**

1. \*Accepts fines from the public where there is a schedule of fines and prints receipts.
2. \*Creates and maintains computerized list of daily cash receipts.
3. \*Balances cash collections with receipts.
4. \*Forwards cash collections to city clerk's office daily
5. \*Collects cash bond monies and prints receipts.
6. \*Collects parking ticket fines and prints receipts .
7. Receives and receipts check from probation service for collected fines.

### **E. Bonds**

1. \*Completes and files order of conditional bond forfeiture.
2. \*Completes notice and forwards to bail bondsman and to defendant if possible.
3. \*Completes bondsman process if requested.
4. \*Completes final bond forfeiture if defendant is not located.
5. \*Transfers bonds to county on appeal.
6. \*Approves appearance cash and appeal bonds.
7. \*Collects final bond forfeiture monies from bail bondsmen.

### **F. Miscellaneous**

1. Provides record checks for recruiters and other agencies.
2. \*Calculates work release dates for prisoners.
3. \*Coordinates with police department to take warrants out of NCIC and pull warrants from file.

4. \*Collects and prepares felony DUI information for police detectives working on cases.
5. Certifies DUI's for other courts.
6. \*Certifies case action summaries for condemned firearms; ensures officers take to DA within required time period.
7. Delivers appeals, summons, subpoenas and certified DUI's to surrounding cities, counties or state trooper office.
8. \*Prepares U.T.C. transmittal forms.
9. Orders supplies and forms as needed.
10. Runs statistical reports for the police department.
11. \*Maintains all of the filing for traffic and non-traffic cases, appeal and youthful offender cases.
12. Secures building after court; locks all doors and sets alarm system.
13. Makes copies of traffic and arrest histories for individuals.

### **Knowledge, Skills and Abilities**

**(Any item with an asterisk can be taught on the job)**

1. Knowledge of state and federal laws and guidelines pertaining to municipal court.
2. \*Knowledge of city rules, regulations, policies and procedures.
3. Knowledge of computer data entry and retrieval.
4. Knowledge of electronic spreadsheets such as Excel.
5. Knowledge of accounting activities as they pertain to job activities.
6. Writing skills to compose correspondence complete reports and forms, etc.
7. Math skills to add, subtract, multiply and divide using decimals and fractions.
8. Reading comprehension skills to understand Alabama Criminal Code, Alabama motor vehicle laws, court documents, legal guidelines, orders, and correspondence.
9. Ability to communicate effectively with public, court personnel, attorneys and judges in person and over the telephone.
10. Ability to type letters and reports.
11. Ability to work independently and exercise good judgment.
12. Ability to operate computer, calculator, typewriter, and other office equipment.
13. Ability to file documents.

### **Other Characteristics**

1. Possess a high school diploma or equivalency. Any combination of education and experience which provides the necessary technical qualifications listed above will be considered.
2. Certified Municipal Court Magistrate.
3. Possess the ability to maintain magistrate certification.
4. Possess a valid driver's license and a driving record that meets the city's insurance carrier's coverage requirements.
5. Ability to travel to attend seminars and conferences.
6. Ability to work nonstandard hours; to remain on call to sign warrants.

**Work Environment**

The work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, et. The work area is adequately lighted, heated, and ventilated.

**Physical Demands**

The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as papers, books, files; driving an automobile, etc. No special physical demands are required to perform the work.

**Approval**

  
Name \_\_\_\_\_ Title \_\_\_\_\_ Date 05-25-2010