

City of Muscle Shoals

2010 Avalon Avenue • Muscle Shoals, Alabama 35661
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)		
E-Mail Address					

POSITION APPLYING FOR: _____

May we contact your present employer? ☐ Yes ☐ No

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? (Proof of citizenship or immigration status will be required upon employment.) ☐ Yes ☐ No

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 _____

Have you ever been convicted or arrested for any reason other than a minor traffic violation? ☐ Yes ☐ No

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 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.

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

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.

FOR HUMAN RESOURCE DEPARTMENT USE ONLY - DO NOT WRITE BELOW

Initial

Complete <input type="checkbox"/>							
Incomplete <input type="checkbox"/>							

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. 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 _____

2. 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.)

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

DRIVER LICENSE NUMBER _____ EXPIRATION DATE _____

4. 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

BACKGROUND REPORT DISCLOSURE STATEMENT

Please read the information on this form carefully. It describes your rights as a consumer.

City of Muscle Shoals uses Risk Mitigation Services, Inc. to conduct background investigations as part of its employment process. Such background investigations are covered by Section 603 of the federal Fair Credit Reporting Act (FCRA) and are termed "consumer reports" and/or "investigative consumer reports". Risk Mitigation Services, Inc. is a "Consumer Reporting Agency" (CRA) covered by the FCRA. City of Muscle Shoals uses the background reports provided by Risk Mitigation Services, Inc. for employment, continued employment, volunteer status, or promotion purposes. City of Muscle Shoals will procure the report from:

Risk Mitigation Services, Inc.,
PO Box 2129
Muscle Shoals, AL 35662
Tel. 866-383-1180
www.riskmitigation.us

Under Section 603 of the FCRA, a consumer report or consumer investigative report is an independent investigation of your background, which may include information regarding your "character, general reputation, personal characteristics, or mode of living." The background report that Risk Mitigation Services, Inc. provides may contain information about your driving record, civil and criminal legal and court records, criminal conviction records, education, professional or employment-related credentials, credit history, identity, locations and addresses where you have lived, Social Security number, education history, previous employment, and other public records.

The FCRA requires that if City of Muscle Shoals denies you employment, continued employment, volunteer status, or promotion as a result of information contained in a background report, you must be provided with a copy of the report, a summary of your rights under the FCRA, the name, address, and telephone number of the consumer reporting agency that furnished the report and given a reasonable opportunity to respond to disputed information contained in the report.

I hereby consent to your obtaining the above information from Risk Mitigation Services, Inc.

First Name (please print)	Middle Name	Last name
Signature		Date

Social Security Number: _____ *Date of Birth: _____

Driver's License Number: _____ DL State: _____

Daytime Telephone Number: _____

International Applicants

International Government ID: _____
ID# Country of Origin

International Address: _____
Physical Address

City/Province/Country

*Without this information, we will be unable to properly identify you in the event we find adverse information during the course of the background check.

**IMPORTANT – PLEASE READ CAREFULLY BEFORE SIGNING AUTHORIZATION
ACKNOWLEDGMENT AND AUTHORIZATION**

USA Applicants Only: I acknowledge receipt of the BACKGROUND CHECK DISCLOSURE STATEMENT and A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and certify that I have read and understand both of those documents.

Applicants with Personal Data from Outside the USA Only: I acknowledge receipt of the DATA PRIVACY NOTICE and certify that I have read and understand the document.

I hereby freely authorize release to City of Muscle Shoals of consumer reports and/or investigative consumer reports as part of its evaluation of my application for employment, continued employment, or promotion. I also authorize disclosure to City of Muscle Shoals and/or to Risk Mitigation Services, Inc. or its agents information that City of Muscle Shoals deems pertinent to its consideration of my application for employment, continued employment, or promotion, including but not limited to my employment history, earning history, education (transcripts), motor vehicle driving licensure and record, criminal history, credit history, public records, records of administrative adjudications, by any individual, corporation or other private or public entity, including without limitation the following: employers; learning institutions, including colleges and universities; law enforcement agencies; federal, state and local courts; the military; motor vehicle records agencies; credit bureaus, and other applicable sources. These reports may contain information regarding your use of social media, the content that you contribute to social media, and any other publicly-available information about you on the internet. Social media include, but are not limited to, social networking websites (e.g., Facebook, MySpace), professional networking websites (e.g., LinkedIn), video-sharing websites (e.g., YouTube), image-sharing websites (e.g., Flickr), blogs, wikis, virtual worlds, and personal websites.

In accordance with the host nation's laws and the laws applicable to me depending on my location regarding the release of information, I authorize the release and transmittal of information from any country to the above listed parties, their clients, and/or their agents or vendors located in any country, including countries outside the European Union that may have a different level of data protection or inadequate data protection laws as defined by the European Commission.

I understand this authorization will apply throughout my employment status to the extent permitted by law, unless revoked or canceled by sending a signed revocation letter or statement to City of Muscle Shoals. I understand to the extent allowed by law, information contained in my job application or that I have otherwise disclosed before, during, or after my employment, if any, may be used to obtain consumer reports and/or investigative consumer reports.

I understand that providing false information or omitting material information on my employment application materials or as part of the employment process is grounds for rejecting employment, or terminating employment, whenever discovered.

This Authorization form, in original, faxed, photocopied, or electronic form, will be valid for any reports that City of Muscle Shoals may request. The following is my true and complete legal name and all information is true and correct to the best of my knowledge.

New York Applicants Only: Upon request, you will be informed whether or not a consumer report was requested by Company, and if such report was requested, informed of the name and address of the consumer reporting agency that furnished the report. You have the right to inspect and receive a copy of any investigative consumer report requested by Company by contacting the consumer reporting agency identified above directly. By signing below, you acknowledge receipt of ARTICLE 23-A OF THE NEW YORK CORRECTION LAW.

New York City Applicants Only: You acknowledge and authorize Company to provide any notices required by federal, state or local law to you at the address(es) and/or email address(es) you provided to the Employer.

Minnesota and Oklahoma Applicants Only: Please check this box, if you would like to receive a copy of a consumer report, if one is obtained by Company.

Washington State Applicants Only: You also have the right to request from the consumer reporting agency a written summary of your rights and remedies under the Washington Fair Credit Reporting Act.

Printed Name: _____

Signature: _____ Date: _____

CITY OF MUSCLE SHOALS JOB DESCRIPTION

Title: Magistrate

Dept: City Clerk

Job Analysis conducted: October 2021

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 preferred; or District Court Magistrate with a minimum of five years experience in the criminal and/or traffic divisions; or must become certified within required time period.
3. 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, etc. 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

 Mayor 10/18/2021
Name Title Date