

CITY OF GUYTON, GEORGIA
REQUEST FOR QUALIFICATIONS FOR MUNICIPAL JUDGE

The City of Guyton, Georgia, is requesting proposals from well qualified attorneys interested in serving as the Presiding Judge or Judge Pro Tempore for the Guyton Municipal Court.

The Judges of the Municipal Court are appointed by the Mayor and confirmed by the City Council and shall hold office until such time as a successor is appointed and qualified..

DESCRIPTION

The duties of the Municipal Court Judge shall be to conduct the judicial functions of the Municipal Court, to preside over cases coming before the Court, to conduct trials of arraignment, to determine punishments, fines and set bonds, to prepare and issue search warrants, subpoenas, writs of capias, search warrants and other processes necessary to administer the power of the Court, to maintain complete and accurate records prescribed by law and consistent with effective management of the Court and to perform such other duties as may be required by law or ordinance.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of ordinances, statutes, and court decisions relating to Municipal Court jurisdictions; knowledge of judicial procedure and rules of evidence, as well as the organization, duties, powers, limitations, and authority of the Municipal Court.

Knowledge of managerial, leadership, organizational, negotiation, analytical, problem-solving, and decision-making skills.

Ability to analyze evidence, apply existing laws impartially, and render prompt, equitable verdicts.

Ability to read, interpret, apply and explain codes, rules, regulations, policies and procedures.

Ability to grasp complex factual data, draw appropriate conclusions and formulate sound legal decisions.

Ability to communicate complex legal ideas and/or decisions to a variety of audiences in clear, comprehensive and professional manner. Ability to work well under pressure and respond in a professional manner.

Ability to establish and maintain effective working relationship with employees, city officials, the general public, and all others contacted in the course of work.

Ability to communicate clearly and concisely, both orally and in writing.

Ability to review and/or sign complaints, summons, subpoenas, affidavits for search warrants, appeal bonds, prisoner transfer document, affidavits, etc.

EDUCATION & EXPERIENCE:

Qualifications: The applicant must have a JD degree from an accredited law school and a license to practice law in the state of Georgia, membership in the Georgia State Bar Association in good standing and five (5) years experience as a practicing attorney or judge. A valid Georgia driver's license is required. Must meet the minimum mandatory continuing education requirements for Municipal Court Judges as established by the State of Georgia.

COMPENSATION

In accordance with the Guyton City Charter, the City Council shall establish the rate of compensation.

SELECTION PROCESS

The Guyton City Council will review all proposals and make recommendations to the Mayor. Finalists will be invited for interviews after which the Mayor will make a recommendation to the City Council for confirmation at a regular council meeting.

REQUIREMENTS

The selected attorneys will be required to undergo a reference check prior to appointment, and to provide to the City proof of insurance as required (including professional liability insurance).

INSTRUCTIONS TO REPLY TO THIS REQUEST FOR QUALIFICATIONS

To reply to the RFQ, please submit the following: (1) resume; (2) cover letter and statement of qualifications, which must include Georgia State Bar Numbers for all attorneys responding to this RFQ; (3) three professional references with addresses and phone numbers, (4) a release allowing the City Guyton access to all Georgia State Bar Association disciplinary investigations and/or actions.

Two (2) copies of your proposal and all attachments and exhibits must be received by 2:00 p.m. on September 04, 2017 to the City of Guyton. Send all proposals to the address listed here:

City of Guyton
Attention: Alison Bruton, City Clerk
PO Box 99
Guyton, Georgia 31312