

Jurisdictional Class: Exempt  
EEO Category: Administrative Support  
Adopted: 08/17/2018

### **ASSOCIATE JUSTICE**

**DISTINGUISHING FEATURES OF THE CLASS:** Incumbents in this class conduct sessions of the Justice in the village for and on behalf of the Village Justice. This is an appointed position which hears cases and renders decisions. The incumbent is responsible to the citizens of the various villages for carrying out the functions of the office as defined by Village Law. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Hears cases brought before the court;  
Maintains court records;  
Prepares a variety of reports, such as monthly financial and activity reports;  
Attends annual justice training to maintain certification credits.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Thorough knowledge of the Constitutional and Municipal Laws; thorough knowledge of legal terminology and court proceedings; good knowledge of the provisions of the Village Charter and/or local laws of the Village; ability to exercise independent judgment and initiative; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail, and database software; courtesy, tact, physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Appointed on the basis of experience, and other such qualifications, as the Mayor may determine appropriate.

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