

**Alaska Court System
Class Specification**

MAGISTRATE JUDGE 3

Range: 22

EEO4: 02

SOC: 23-1023

Class Code: C4105

Definition:

A Magistrate Judge 3 is appointed by the presiding judge and serves as a judicial officer with expanded judicial duties as the only full-time resident judicial officer in a hub location with a small clerical staff. A Magistrate Judge 3 may also serve as either a Training Judge or a Committing Magistrate in Anchorage performing limited judicial duties and providing statewide service in the evening and on weekends. A Magistrate Judge 3 serves as a judicial officer with limited district court jurisdiction pursuant to AS 22.15.010-270 and other statutes.

Magistrate Judges are appointed to a four-year term and serve a one-year probationary period. The probationary period may be extended. Following successful completion of the probationary period, an incumbent may only be removed from office for cause during their term. A Magistrate Judge may be reappointed to additional four-year terms.

Distinguishing Characteristics:

A Magistrate Judge 3 is a full-time judicial officer in a larger court location. There may be one or more clerical employees, but there are no other resident judicial officers. Judges travel to these locations regularly. A Magistrate Judge 3 is expected to provide coverage for nearby locations where caseloads are similar or less complex, and may travel to neighboring communities of varying sizes to provide regular coverage. Weekend, holiday, and evening work of an emergency nature is routine and is usually shared with a deputy magistrate. The court facility includes a formal courtroom. A Magistrate Judge 3 may maintain a small law library for public access. All locations are superior court jury trial sites.

A Magistrate Judge 3 is also appointed to serve as a Standing Master in specific superior court cases.

A Magistrate Judge 3 is distinguished from a Magistrate Judge 4 in that the Magistrate Judge 4 serves at a court location with a resident Superior Court Judge and has a substantial standing master caseload.

Supervision Received: A Magistrate Judge 3 receives supervision, training, and guidance from the presiding judge, the training judge, or others under the general direction of the presiding judge. There is no direct supervision in judicial matters except that provided in the course of judicial review by a court with appellate jurisdiction. The Area Court Administrator provides general guidance regarding clerical, ministerial, or non-judicial functions.

Supervision Exercised: A Magistrate Judge 3 may exercise indirect supervision over one or more clerical employees.

Complexity of Tasks: A Magistrate Judge 3 frequently performs moderately complex legal work.

Independent Judgment: The duties of a Magistrate Judge 3 require the routine exercise of independent judgment regarding moderately complex legal tasks. A Magistrate Judge 3 is expected to function without assistance on most matters, but is expected to seek assistance from training judges and others when appropriate.

Consequence of Error: The decisions of a Magistrate Judge 3 are commonly reviewed only if appealed. Master's work is reviewed by the Superior Court.

Examples of Duties:

Perform magistrate duties pursuant to AS 22.15 and routinely perform felony first appearances, emergency children's proceedings, extradition, and misdemeanor bench trials.

Issue search warrants that are moderately complex.

Conduct domestic violence proceedings at both the emergency and the 9-day stages.

Preside over small claims trials that may be complex.

Preside over inquests and presumptive death hearings.

Preside over jury trials and complex contested master's proceedings.

Serve as a training judge for magistrate judges and deputy magistrates.

Knowledge, Skills, Abilities:

A Magistrate Judge 3 requires knowledge of:

- Alaska statutes, regulations, and rules of court.
- Local municipal ordinances.
- Standard office and court procedures.

A Magistrate Judge 3 requires skill in order to:

- Find facts, apply the law, and make judicial decisions for a medium-sized community whose size, caseload, accessibility, and legal or law enforcement presence frequently generate complex cases.
- Conduct complex legal research.

A Magistrate Judge 3 requires the ability to:

- Communicate effectively with lay and law-trained persons.
- Prepare written and oral legal decisions.

- Articulate decisions and court policies.
- Render fair and impartial decisions.
- Apply legal principles to a variety of cases which frequently may be complex.

Minimum Qualifications:

1. Must be a citizen of the United States and of the State of Alaska.
2. Must be at least 21 years of age.
3. Must be a resident of Alaska for at least six months immediately preceding appointment as magistrate.

NOTE:

APOC Reporting. Judicial Officers are required to file an initial financial disclosure statement with the Alaska Public Offices Commission within 30 days of taking office and annually (by March 15) thereafter.

Public Reports of Compensation. Canon 4H(3) of the Code of Judicial Conduct requires judges to file an annual report of any extra-judicial activity for which the judge received compensation. Reports are filed with the Office of the Administrative Director.

09/95 – Original

11/06 – Revised, WPA

10/08 – Revised, Range Conversion, SR 22

05/10 – Revised, APOC Disclosure

03/11 – Revised, Public Reports of Compensation

01/13 – Revised, Title Change, Class Code Change

05/13 – Revised, Training Judge or Anchorage Committing Magistrate

12/22 – Revised

03/23 – Revised