

**Alaska Court System
Class Specification**

DEPUTY MAGISTRATE II

Range: 16

EEO4: 02

SOC: 23-1023

Class Code: C4108

Definition:

A Deputy Magistrate II is appointed by the presiding judge and serves as both the clerk of court and a judicial officer in a rural court location. A Deputy Magistrate II serves as a judicial officer with limited district court jurisdiction.

Incumbents perform the clerical and accounting functions of the local court, and also perform judicial duties of limited complexity. A Deputy Magistrate II is usually the sole employee at the rural court location.

A Deputy Magistrate II will spend at least six months working as a clerk of court before beginning formal training for judicial duties. At the end of the clerical training period, the Deputy Magistrate II is eligible to earn a Certificate of Competence in clerical duties. The Deputy Magistrate II will have twelve months to receive both a Certificate of Competence in clerical duties and a Certificate of Competence in judicial duties. Upon receiving these Certificates of Competence, an incumbent may only be removed from office for cause.

Distinguishing Characteristics:

A Deputy Magistrate II is a judicial officer serving at a rural court location at which there are no other judicial officers and typically no deputy clerks. Duties include the clerical and accounting functions of the court. Travel to these locations by judges or magistrate judges is infrequent. Weekend, holiday, and evening work of an emergency nature is necessary but may not be frequent. Court facilities are generally small, and office space may also serve as hearing (courtroom) space.

Supervision Received: Supervision, training, and guidance are provided to the Deputy Magistrate II by the presiding judge, the training judge, area court administrator, rural court training assistant, or others under the general direction of the presiding judge. In judicial matters there is no direct supervision except that provided in the course of judicial review by a court with appellate jurisdiction.

Supervision Exercised: A Deputy Magistrate II is not generally assigned supervisory responsibilities. In rare instances, the Deputy Magistrate II may supervise a Deputy Clerk.

Complexity of Tasks: A Deputy Magistrate II performs legal work related to minor offenses, misdemeanors, and related matters that are generally uncontested and less complex in nature.

Judicial duties require training and experience to: apply statutes, regulations, rules, and prescribed practice; select the appropriate rule or procedure; and make decisions that normally

have a high consequence of error. Incumbents must make difficult or complex decisions within the scope of the applicable policies and procedures, and be able to use independent judgment in so doing.

Independent Judgment: The duties of a Deputy Magistrate II require the exercise of independent judgment regarding routine, less complex tasks. The Deputy Magistrate II is expected to seek assistance from training judges or others when appropriate.

Consequence of Error: The decisions of a Deputy Magistrate II regarding preliminary matters (setting of bail, acceptance of not guilty pleas) are generally reviewed when a defendant is transported or further hearings are held. Other decisions, such as sentencing, are generally reviewed only if appealed. The Deputy Magistrate II performs all clerical work in support of the court location; errors are routinely correctable.

Examples of Duties:

- Perform deputy magistrate duties of a less complex nature.
- Perform clerical tasks and judicial functions relating to criminal misdemeanors and minor offenses, such as arraignments, acceptance of pleas, sentencing, and limited post-sentence monitoring.
- Perform clerical tasks and judicial functions, including accepting complaints, ordering warrants and summonses, presiding over arraignments, accepting pleas, and imposing sentences.
- Issue ex parte and emergency domestic violence orders.
- Issue ex parte and emergency stalking and sexual assault protective orders.
- Issue marriage licenses and perform marriages.
- Perform all clerical and accounting functions of the local court.
- Initiate new cases. Review, process, and maintain filings in case files as they arrive or as they are prepared.
- Account for fees, fines, bail, restitution, and other funds received by the court. Provide bookkeeping services. Make deposits.
- Set up court dates. Notify attorneys, law enforcement officers, and other parties of case settings.
- Type and issue bench warrants, summonses, bail forfeitures, work release forms, judgments, orders, notices and other court documents.
- Operate the recording equipment and prepare log notes after the completion of the hearing. Prepare and distribute paperwork during and following court proceedings.
- Close the case file when a case is completed.

Knowledge, Skills, Abilities:

A Deputy Magistrate II requires knowledge of:

- Alaska Statutes, Rules of Court, regulations, and local ordinances.
- Court policies and procedures governing the work of the court, including record keeping, accounting, and case processing functions.

- Pertinent policies and procedures of other public and private agencies as they apply to the court.

A Deputy Magistrate II requires the skill to:

- Find facts, apply the law, make routine or preliminary decisions for a small community whose size, caseload, isolation, and limited legal or law enforcement presence usually generate minimally complex cases.
- Manage the workflow of the court.

A Deputy Magistrate II requires the ability to:

- Follow written instructions and apply basic legal principles in routine matters.
- Develop cooperative working relationships with judicial officers, attorneys, law enforcement officers, court staff, and the public.
- Render fair and impartial decisions.
- Organize work processes and select work methods and procedures for maximum efficiency.

Minimum Qualifications:

1. Must be a citizen of the United States of America 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 a Deputy Magistrate II to perform judicial duties.
4. Graduation from high school or completion of a General Education Development (GED) certificate AND one year of general clerical, office, or retail work experience AND the ability to type at least 40 words per minute (net).

OR

Graduation from high school or completion of a General Education Development (GED) certificate AND Completion of 36 semester credit hours or 48 quarter credit hours of coursework from an accredited college AND the ability to type at least 40 words per minute (net).

NOTE:

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.

A background check and employment credit check are required during the hiring process.

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