

Associate Judge Position Overview

Municipal Court

Municipal Court provides a forum for fair and balanced resolution of legal issues within its jurisdiction and in accordance with City of Pflugerville ordinances and the laws of the State of Texas

- The court's # of violations per year = approximately 4704
- Dockets = approximately 10 dockets a month.
- Court held on the second Wednesday and Thursday of each month
- There are 5 court employees: Court Administrator, Deputy Clerk II, Deputy Court Clerk I, and two Court Clerks.
- City population approximately 72,000

Job Duties of the Associate Judge

- Preside over Municipal Court for class C Misdemeanor cases appropriately tried in Municipal Court when Presiding Judge is not available, at minimum once per year. Conduct trials, jury, and non-jury. Conduct administrative hearings and may preside over juvenile hearings, teen court, and arraignments.
- May review and/or sign complaints, summons, subpoenas, affidavits for search and arrest warrants, appeal bonds, affidavits, etc. Review and authorize the issuance of summons, arrest warrants, dismissals, judgments, subpoenas, appeals, and other required legal documents. Review and/or deny requests for continuances.
- May advise defendants of their rights and Municipal Court procedures; conduct hearings and trials; magistrate individuals (adults and juveniles) brought into custody by police.
- Attend and assist with Teen Court and community-outreach programs. Teen Court is held on the second Thursday of each month from approximately 5- 8 p.m.
- Attend municipal court at least twice a year to stay current on court operations (Court is held on the second Wednesday and Thursday of each month).
- Maintain judges' qualifications through the TMCEC including annual training requirements and hours.

Job Hours

1. Teen Court second Thursday of each month from 4 p.m. - 8 p.m. = 4 hours a month
2. Municipal Court in Session - Pflugerville court is in session the second Wednesday and Thursday of each month. Occasionally a Friday is added for show cause hearings.
3. Assist with warrants/signatures, if needed
4. Maintain judge qualifications and attend required training classes through the TMCEC
16 hours a year = @1.5 hrs a month.

Other Duties

Rule 5 of the Rules of Judicial Education Court of Criminal Appeals Judicial and Court Personnel Training Program States: <https://www.txcourts.gov/media/1447901/rules-of-judicial-education.pdf>

Rule 5. MUNICIPAL COURT JUDGES.

APPELLATE, DISTRICT AND COUNTY COURT JUDGES.

a. Each chief justice or justice of the supreme court, presiding judge or judge of the court of criminal appeals, chief justice or justice of a court of appeals, district judge, including a criminal district judge, and judge of a statutory county court performing judicial functions will, as an official duty:

(1) complete before taking office, or within one year after taking office, at least 30 hours of instruction in the administrative duties of office and substantive, procedural and evidentiary laws unless the judge has previously complied with this requirement and has been absent from the bench less than one year before taking the present office;

(2) each fiscal year after the first year of the judge's term, complete at least 16 hours of instruction in substantive, procedural and evidentiary laws and court administration. In accordance with the Texas Minimum Continuing Legal Education Regulations and Accreditation Standards effective June 1, 2011, four hours of instruction may be obtained by electronic means and may include teleconferences, webcasts, satellite, on-demand/online CLE, and accredited downloadable CLE activities that have been recorded from live seminars.

*H.B. 2384, 88 th Leg., R.S., did not include Constitutional County Judges under the newly encoded application for judicial office and training requirements, but Constitutional County Judges are held to the training requirements pursuant to Section 74.025 of the Government Code. See also Texas Association of Counties, Continuing Education Requirements for County Judges.