

NOTICE OF JOB POSTING

73B District Court Magistrate (Attorney or Non-Attorney)

Application Deadline: Wednesday, November 12, 2025, by 4:30 P.M.

Job Description

Job Title: Part Time Non-Attorney OR Attorney Magistrate	Union Affiliation: Non-Union Employee
Department: 73B District Court	Position: Part-Time (up to 30 hrs/week)
Pay Grade: TBD	Application Deadline: November 12, 2025
Date: 10/29/2025	Start Date: Immediately

Part Time Non-Attorney OR Attorney Magistrate Wage:

Dependent on educational qualifications up to 30 hours per week, (includes hours spent on-call).

Additional wage for on call: 2 hours of pay for Saturday, 2 hours for Sunday, and 4 hours on a holiday. Minimum of 1 hour for every search warrant.

General Summary:

Under the supervision of the District Court Judge, serves in a quasi-judicial capacity as prescribed by statute and court rule. Magisterial duties include conducting bond hearings in felony and misdemeanor cases, issuing arrest, blood alcohol and search warrants, conducting informal hearings, and performing marriages. If applicant is an attorney, additionally may be required to preside over small claims hearings.

Essential Functions:

- Accepts and examines criminal complaints and examines witnesses, as necessary, in order to determine probable cause for issuing arrest warrants as authorized by the Prosecuting Attorney.
- Accepts and examines affidavits for search warrants from law enforcement officers. Upon determining probable cause, issues search warrants.
- Sets or denies bail in criminal matters based on seriousness of charge, likelihood of court appearance, and other relevant factors. May set conditions for bond or commit accused persons to jail in lieu of bail.
- Conducts arraignments.
- Provides information to attorneys, law enforcement officers, defendants and others about court policies and procedures, case status, scheduling of court proceedings and criminal proceedings in general.

- Regularly serves in an on-call status for issuance of search and arrest warrants and setting bond.
- Keeps abreast of changes in technology, legal developments, new administrative techniques and current issues through continued education and professional growth. Attends conferences, workshops, and seminars if so directed.
- Performs other duties as required.
- Conduct informal hearings, making findings on responsibility with regard to motor vehicle code violations.
- Performs Marriages.
- If an attorney, preside over small claims hearings.

A successful applicant must possess the following knowledge, skills, and abilities:

- Fluency in written and spoken English with strong communication skills;
- Strong interpersonal skills and ability to interact in a professional manner with coworkers, complainants, petitioners, and witnesses, including law enforcement officers;
- Strong reading comprehension skills;
- Ability to research and interpret the Michigan Motor Vehicle Code and other legal resources;
- Ability to conduct judicial hearings in a neutral and impartial manner;
- Ability to ascertain facts from oral testimony and written submissions and apply them to relevant legal principles;
- General computer proficiency and typing skills.
- Possess relevant legal experience, training, or education; and/or
- Minimum Associate's degree in criminal justice or related field, if applying as a non-attorney. If applying as an attorney must be a member in good standing of the State Bar of Michigan.
- Continuing education as required by the State Court Administrators Office.
- Must be able to obtain certification by the Michigan Supreme Court to conduct informal hearings

Other Requirements

- In accordance with statutory requirements, the District Court Attorney Magistrate must be a registered voter in Huron County or become a registered voter of Huron County.
- Must successfully complete the Michigan Judicial Institute's Magistrate Training Program within one year of employment.

Working Conditions/Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential function of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to communicate in person and by telephone, read regular and small print, view and produce written and electronic documents and enter data on a computer keyboard with repetitive keystrokes. The employee must be mobile in an office and courtroom setting, stand, sit, stoop, and kneel, and reach with hands and arms.

The typical work environment of this job is a court of business office setting where the noise level is moderate.

Minimum Physical, Mental and Attitudinal Requirements

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Physical Requirements: Requires the physical ability to operate a variety of automated office machines, which includes a typewriter, photocopier, printer, and personal computer. Work involves sitting most of the time but may involve walking or standing for periods of time.
2. Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data. Requires the ability to differentiate forms and documents.
3. Numerical Aptitude: Requires the ability to add and subtract totals; to multiply and divide; and to determine percentages and decimals.
4. Language Ability: Requires the ability to comprehend a variety of informational documents, docket sheets, court reports and records, court orders, etc. Requires the ability to prepare court records, court orders and related court documents and information, using prescribed format and conforming to all rules of punctuation, grammar, diction and style. Requires the ability to record and deliver information; to explain procedures, to follow instructions. Must be able to use and interpret legal and court terminology and language.
5. Interpersonal Communication: Requires the ability to communicate with people to convey or exchange information including giving assignments and/or directions to others and receiving instructions and assignments from supervisors in person or by accommodating device. Requires the ability to deal with people beyond giving and receiving instructions.
6. Computer Aptitude: Requires fluency in computer language, programs, and application.

7. Stress Management: Must be adaptable to performing under average to high levels of stress.
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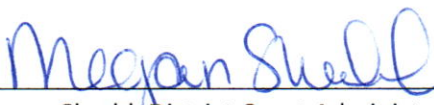
The above job description is not all inclusive of the total scope of duties to be performed and is meant as a general guideline for such duties.

Also, the above qualifications are intended to represent general guidelines of the skill and experience levels associated with performing the duties and responsibilities involved. These qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related criteria.

To apply for this position please submit letter of application and resume to Megan Shedd, District Court Administrator by November 12, 2025, at 4:30 P.M.

Date: _____

10.29.25



Megan Shedd, District Court Administrator