

**CITY OF HARDIN**  
**VACANCY ANNOUNCEMENT**  
**Chief Judge of the Hardin City Court of Record**

**PRIMARY OBJECTIVES OF POSITION:** To continuously Improve the public view of the judicial process; ensure the actions and attitude of all court personnel is one of professional courtesy and conduct; show courtesy and timeliness to staff, litigants and attorneys; and remain independent and neutral at all times. To Give each case full attention, which includes being in control of the litigants and witnesses; ask for clarifying testimony, but only if required, i.e. refrain from cross-examination; finally, contempt powers are given for a specific purpose and should be used judiciously and reasonably.

**MAJOR AREAS OF ACCOUNTABILITY AND PERFORMANCE:** The Hardin City Court of Record has concurrent jurisdiction with the Justice Court of all misdemeanors and proceedings mentioned and provided for under chapter 10, part 3 of Title 3 of the Montana Code Annotated.

The Chief Judge shall establish regular sessions of the Hardin City Court. On judicial days, the Court must be open for all business, civil and criminal. On nonjudicial days, the Court may transact criminal business only. The City Judge shall keep a docket of proceedings in said court, in which shall be entered, daily as they occur, a synopsis of the proceedings in each case, from the arrest to final judgment, and an entry of the appeal, if any be taken.

Hardin City Court is a Court of Record. The Court's proceedings must be recorded by electronic recording or stenographic transcription, and all papers filed in a proceeding must be included in the record.

The Hardin City Court of Record has exclusive jurisdiction for proceedings for the violation of an ordinance of the City of Hardin, both civil and criminal. The Chief City Judge shall provide for the efficient management of the City Court, including assignment of cases or management of the work of the judges in cooperation with the Associate City Judge, if appointed. The Chief City Judge shall supervise and manage the City Court personnel and administration of the City Court. Both the Chief City Judge and the Associate City Judge shall have the full powers of a City Judge as outlined in the Hardin City Code and the Statutes of the State of Montana.

**EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:** Bachelor's Degree from an accredited post-secondary institution, Associates Degree in Criminal Justice or similar program, or advanced POST certification from the Montana Law Enforcement Academy. J.D. preferred, but not required. Must be a resident of Big Horn County. Must be a citizen of the United States. Must be 18 years old. Must obtain education and certification by the Commission on Courts of Limited Jurisdiction.

**The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment of the position. Will perform such other assignments as may be directed in the day to day operations of the City.**

**Salary:** \$28.63 - \$30.06 per hour

**Term:** 4-year term, starting from appointment

**Hours:** Part time - 20 hours per week on average

**Benefits** include: Holiday, Sick, Vacation, and Retirement

**Application Closing Date:** June 9, 2023 or until position is filled.

Required Application Materials and Forms: Complete City of Hardin Job Application.

APPLICATIONS are available at City of Hardin, 406 N. Cheyenne Ave., Hardin, MT 59034  
(406) 665-9292 Or <http://www.hardinmt.com/Wanted.html>

Complete job description available upon request

E.O.E., and Drug and Alcohol-Free workplace. Pre – Employment Drug & Alcohol testing is required. Applicant is Subject to a Background Check.

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**TERM:** 4-year term, starting from appointment

**HOURS:** Part time - 20 hours per week on average

**Application Deadline:** June 9, 2023 by 4:00 p.m. or until filled

**SUPERVISION – RESPONSIBILITY FOR WORK OF OTHERS:** Responsible for overall supervision, direction, and scheduling of employees of City Court

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