



CITY OF SPANISH FORT

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Spanish Fort, Alabama 36527
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Michael M. McMillan
Mayor
Rebecca A. Gaines
City Clerk/Treasurer

City Council

Carl L. Gustafson, Jr.
Robert Curtis Smith
Shane M. Perry
Clewis W. Smith, Jr.
Mary W. Brabner

JOB ANNOUNCEMENT MAGISTRATE

Summary:

The City of Spanish Fort is accepting applications for the position of Magistrate. Under guidelines set by the Supreme Court and under the guidance of the Court Clerk, the Magistrate assists the Court Clerk in performing judicial, administrative and financial duties. The Magistrate assists with maintenance of all court records and responsible for accounting for all monies collected through the municipal court. The Magistrate is responsible for the performance of judicial work, including, but not limited to the issuance and recording of arrest warrants, complaints and affidavits, in granting bail and in receiving guilty pleas on minor misdemeanor cases as mandated by applicable law.

Minimum Qualifications: Must possess and maintain a valid Alabama driver's license and be insurable by the City's Insurance Provider. Experience in Alabama courts is required. Certification in Alabama as a Magistrate is preferred. Any candidate not certified will be required to obtain certification in Alabama within six months of employment. Candidates must possess a high school diploma or equivalent. Willing to work overtime and flexible hours including weekends.

Rate of Pay: Salary to be determined by qualifications and experience. Minimum starting salary is \$16.71 per hour, depending on experience. The City of Spanish Fort offers excellent benefits to full time employees working a minimum of 40 hours per week including: health and dental insurance for the individuals and assistance with family coverage, state retirement, sick and vacation leave, paid holidays, and personal days.

How to Apply: The City of Spanish Fort's application may be found at www.cityofspanishfort.com or obtained at the Spanish Fort Community Center, located at 7361 Spanish Fort Blvd, Spanish Fort, Alabama 36527, Monday through Friday, 8:00a.m. - 4:30p.m. APPLICATIONS WILL BE ACCEPTED UNTIL THE POSITION IS FILLED, AND THE POSITION MAY CLOSE WITHOUT NOTICE.

The City of Spanish Fort is a Drug Free Workplace and all applicants will be subject to drug and alcohol testing in accordance with the ALABAMA DRUG-FREE WORKPLACE POLICY.

THE CITY OF SPANISH FORT IS AN EQUAL OPPORTUNITY EMPLOYER
AND A PARTICIPANT OF E-VERIFY