



## Howard County Magistrate

DEPARTMENT: Howard County Circuit and Superior Courts

WORK SCHEDULE: Weekdays 8:00 am – 4:00 pm or as needed or assigned

STATUS: Full-time

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The Circuit and Superior Court Judges are looking to appoint a full time magistrate and are seeking eligible applicants from which to fill this position.

The magistrate position requires a Juris Doctorate degree, a license to practice law in Indiana, and must be in good standing with the Indiana Supreme Court. Pursuant to IC 33-23-5-2, an individual may not engage in the practice of law while serving as a magistrate. Compensation for this position is established by statute. The magistrate must be a resident of Howard County at the time of taking office.

If interested, please submit an application along with resume to the Howard County Personnel Office at the Howard County Administration Building, 220 N. Main Street, Room 220, Kokomo, IN 46901. The employment application can be found at [www.howardcountyin.gov](http://www.howardcountyin.gov). Applications will be considered until the close of business on June 10, 2019.

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The following are representative of the duties required, but are not all inclusive.

Duties (included but not limited to):

Conduct hearings, including initial, preliminary, omnibus, or other pre-trial hearings. Conduct evidentiary hearings or trials as directed.

Set bail, certify affidavits or depositions, order issuances of subpoenas, compel attendance of witnesses, issue warrants, and enforce contempt of court.

Serve as judge pro tempore or as a special judge as required.

Serve on 24 hour call for emergencies.

Perform all other duties as allowed by law.

Selection:

Applicants will be selected by a majority of the Judges of Howard Circuit, Superior 1, Superior 2, Superior 3 and Superior 4 Courts and will serve at the pleasure of the judges.

Howard County is an Equal Opportunity Employer