



# **MUNICIPAL COURT COMMISSIONER**

## ***Part-time***

### **Milwaukee Municipal Court**

**THIS POSITION IS EXEMPT FROM CIVIL SERVICE**

*Appointment and continued employment is at the pleasure of the presiding judge of the  
Municipal Court*

#### **PURPOSE:**

- Provide service to Milwaukee Municipal Courts as a part-time Municipal Court Commissioner.

#### **ESSENTIAL FUNCTIONS:**

- Hear pre-judgment and post-judgment cases against municipal ordinance violators who are in custody.
- Hear arraignments for building and zoning cases.
- Conduct pre-trials.

*Reasonable accommodations requested by qualified individuals with disabilities will be made  
in accordance with the Americans with Disabilities Act (ADA) of 1990.*

#### **MINIMUM REQUIREMENTS:**

1. License to practice law in Wisconsin.
2. At least three years of law practice immediately prior to appointment.

#### **NOTES:**

- ***The Commissioner is prohibited from engaging in legal practice before the Milwaukee Municipal Court during the period of service as Municipal Court Commissioner.***
- Commissioners are generally assigned 300 to 600 hours annually, depending on scheduling and case volume.
- Appointment may start as early as May, 2014.
- Schedules of commissioners may vary.
- A Commissioner's term is May 1st through April 30th.
- Reappointment depends on renewal of City funding and performance of the commissioner.
- Two to three part-time commissioners may be appointed.

#### **CURRENT SALARY:**

- The hourly rate for Municipal Court Commissioners is \$46.95. Municipal Court Commissioners are not entitled to benefits.

## ***Municipal Court Commissioner, part-time***

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### **THE SELECTION PROCESS:**

- Applications will be reviewed as received, and interviews of qualified candidates may commence immediately.

### **APPLICATION PROCEDURE:**

- Email your letter of application and resume to Sheldyn M. Himle, Chief Court Administrator at [shimle@milwaukee.gov](mailto:shimle@milwaukee.gov). Provide some indication of your availability.
- The deadline for application is **February 28, 2014**.

For additional information, you may call Ms. Himle at 414-286-3820.

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