

**CITY OF SHERIDAN
ANNOUNCEMENT
PRESIDING MUNICIPAL COURT JUDGE
SEPTEMBER 19, 2024**

The City of Sheridan, Colorado is accepting applications for the position of Presiding Municipal Judge. The current Presiding Municipal Judge is retiring after 49 years of service with the City. The Sheridan Municipal Court has jurisdiction to hear violations of the City of Sheridan Code of Ordinances, traffic violations, and parking violations. We pride ourselves on serving the public in a manner that makes the court process accommodating and less intimidating. Court employees strive to make sure that everyone is served promptly and fairly, and that everyone who comes in contact with the Sheridan Municipal Court is treated with respect and courtesy.

DESCRIPTION OF THE COURT:

- The Sheridan Municipal Court is a qualified court of record as defined under C.R.S. section 13-10-102. The court is generally in session once a week on Thursdays, hearing violations of the City of Sheridan Code of Ordinances, traffic violations, and parking violations set as follows:

5:30 p.m. Advisement, pretrial conferences, arraignments, reviews of progress, payment extensions, outstanding warrants

6:15 p.m. Restitution hearings, Expungement/Sealing hearings, Animal Impound hearings, Trials to the Court (Jury trials scheduled as needed)

QUALIFICATIONS OF OFFICE:

- Resident and qualified elector of the State of Colorado.
- Licensed to practice law in the State of Colorado.
- May not have been found guilty of a felony or other crime involving moral turpitude.
- Previous experience presiding as a judge and/or prosecutor is preferred, but not required.

DESCRIPTION OF POSITION:

- The Presiding Municipal Judge shall have and carry out all the duties, powers and jurisdiction over all local, municipal matters, and/or mixed local and statewide matters as provided by the Sheridan Municipal Charter – Article 9, the Sheridan Code of Ordinances and applicable laws.
- Approximately 12 hours per month are dedicated to court appearances, with an additional 2 hours weekly for daytime audio hearings, and up to 1 hour on

Sunday mornings if necessary. Furthermore, staff may consult the Presiding Judge during standard business hours regarding non-routine Court issues.

- This is a contract position. The successful candidate will enter into an independent contractor services agreement as required by the City.
- The appointment is made by City Council for a two-year term. There is no limit on the number of two-year terms to which the Presiding Judge may be re-appointed by the City Council.
- Compensation for the Presiding Municipal Judge shall be established by City Council.
- The Presiding Municipal Judge shall be, at all times while serving as judge, an attorney admitted to practice in Colorado.
- The selected appointee will demonstrate impeccable character, integrity, reputation, judgement, experience and efficiency.

SELECTION AND APPOINTMENT PROCESS:

Submissions will be reviewed by the City Manager and Municipal Court staff. A limited number of top applicants will be invited to interview with the Mayor and City Council. The interviews will be conducted at a date to be determined.

SUBMISSION REQUIREMENTS:

Applicants are required to submit a cover letter and resume that addresses the following (at minimum):

- How you meet the minimum qualifications for the position.
- Detail your background and experience, emphasizing your municipal law experience and level of responsibility in this area.
- Disclose any conflicts of interest you may have with the City.
- Cost proposal - Provide detail on billing structure and rates. Compensation will be negotiated based on scope and range of experience.
- Provide a list of references with whom you have worked. References from municipal court staff and city/town attorneys for municipalities for which you have provided services are preferred.
- **Submissions will be accepted until October 11, 2024, at 4:00 p.m.**

HOW TO APPLY:

Please mail or email your submission to:

City of Sheridan
Attention: Jenna DiRubbo, City Clerk
4101 S. Federal Blvd.
Sheridan, CO 80110-4316

jdirubbo@sheridangov.org