



# **REQUEST FOR PROPOSALS**

**for**

## **Municipal Judge**

**Proposals Due:  
January 3, 2025, at 4:30 p.m.**

City of Northglenn  
11701 Community Center Drive  
Northglenn, CO 80233

# **REQUEST FOR PROPOSALS**

## **Municipal Judge**

### **City of Northglenn, Colorado**

The City of Northglenn, Colorado is inviting proposals from qualified individuals to serve as Municipal Judge. Qualifications are as follows:

- Attorney licensed to practice law and in good standing in the State of Colorado
- Minimum five (5) years of experience, preferably with experience as a Municipal Judge

#### **ABOUT THE ROLE**

The City of Northglenn Municipal Court was created pursuant to the City of Northglenn Home Rule Charter and hears alleged violations of the City of Northglenn Municipal Code. The Municipal Judge presides over the Court. The Municipal Court meets on Tuesdays and Thursdays. There are four (4) full days for arraignments and hearings, and one (1) additional day for trials. The expected time commitment of the Judge is 20-25 hours per week. The Judge is on-call to review arrest affidavits.

#### **EXPECTATIONS**

City Council will expect the Municipal Judge to work as a leader in the Municipal Court community. This will require participation in state-wide committees and other programs to ensure the Municipal Court complies with legislative changes.

Council expects the Judge to work to foster relationships with service providers to assist the Court in utilizing tools as necessary to attempt to reduce recidivism. The ideal candidate understands that the Court is the face of the City of Northglenn and will participate in community events and Council meetings, as needed. While this participation allows some flexibility in the Judge's schedule outside of court, the estimate of time for these different projects is approximately 2-4 hours a week.

#### **TERM OF OFFICE**

The Judge is appointed by City Council for a term of up to two (2) years set by Resolution at a salary or compensation to be fixed by City Council and not to be dependent upon the outcome of the matters to be decided by the Judge. There are no term limits on the position of Municipal Judge.

#### **INFORMATION TO BE SUBMITTED**

The deadline for submitting letters of interest and resumes is **4:30 p.m. January 3, 2025**. City Council will review submittals and conduct interviews at a time and date to be decided. A successful candidate will be appointed with the expectation of an initial appointment through December 2026, and shall be subject to reappointment for full two (2) year appointments thereafter upon satisfactory annual review.

Please submit documents via email to Johanna Small, City Clerk:

**Email:** [jsmall@northglenn.org](mailto:jsmall@northglenn.org)

#### **or Mail/Hand Deliver:**

City of Northglenn  
Attn: City Clerk's Office  
11701 Community Center Drive  
Northglenn, CO 80233

For more information call 303-450-8757