# CITY OF OCEAN SPRINGS, MS

**REQUEST FOR QUALIFICATIONS FOR MUNICIPAL**

**JUDGE PRO TEMPORE**

The City of Ocean Springs, MS, is requesting proposals from qualified attorneys interested in serving as the Judge Pro Tempore for the City of Ocean Springs Municipal Court.

The Judge Pro Tempore of the Municipal Court is appointed by the Board of Aldermen and shall hold office for a term of one year.

# DESCRIPTION

The duties of the Judge Pro Tempore shall act as Municipal Judge when the Municipal Judge is absent, must recuse themselves from a particular case, or not available. The Municipal Judge or Court Clerk will notify the Judge Pro Tempore in as timely a manner as possible when they are needed. Duties of the Judge Pro Tempore include conducting the judicial functions of the Municipal Court, to preside over cases coming before the Court, to conduct trials of arraignment, to determine punishments, fines and set bonds, to prepare and issue search warrants, subpoenas, writs of capias, search warrants and other processes necessary to administer the power of the Court, to maintain complete and accurate records prescribed by law and consistent with effective management of the Court and to perform such other duties as may be required by law or ordinance.

# KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of ordinances, statutes, and court decisions relating to Municipal Court jurisdictions; knowledge of judicial procedure and rules of evidence, as well as the organization, duties, powers, limitations, and authority of the Municipal Court.

Knowledge of managerial, leadership, organizational, negotiation, analytical, problem- solving, and decision-making skills.

Ability to analyze evidence, apply existing laws impartially, and render prompt, equitable verdicts.

Ability to read, interpret, apply and explain codes, rules, regulations, policies and procedures.

Ability to grasp complex factual data, draw appropriate conclusions and formulate sound legal decisions.

Ability to communicate complex legal ideas and/or decisions to a variety of audiences in clear, comprehensive and professional manner. Ability to work well under pressure and respond in a professional manner.

Ability to establish and maintain effective working relationship with employees, city officials, the general public, and all others contacted in the course of work.

Ability to communicate clearly and concisely, both orally and in writing.

Ability to review and/or sign complaints, summons, subpoenas, affidavits for search warrants, appeal bonds, prisoner transfer document, affidavits, etc.

Ability to be contacted at all times regarding emergency or procedural issues involving Municipal Court.

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| **EDUCATION & EXPERIENCE:** |
| **Qualifications:** The applicant must have a Juris Doctorate degree from an accredited law school and a license to practice law in the state of MS, membership in the MS State Bar Association in good standing and ten (10) years of experience as a practicing attorney or judge. Prior experience as a Judge highly preferred. Must meet the minimum mandatory continuing education requirements for Municipal Court Judges as established by the State. of MS. |

# COMPENSATION

The Board of Aldermen sets the rate for the Judge Pro Tempore. The Judge Pro Tempore will be paid a flat fee on an as needed basis.

# INSTRUCTIONS TO REPLY TO THIS REQUEST FOR QUALIFICATIONS

To reply to the RFQ, please submit the following: (1) resume; (2) cover letter and statement of qualifications, which must include MS State Bar Number; (3) three professional references with addresses and phone numbers, (4) a release allowing the City of Ocean Springs access to all MS State Bar Association disciplinary investigations and/or actions.

For further information please contact Shelly Ferguson, City Clerk, at [sferguson@oceansprings-ms.gov](mailto:sferguson@oceansprings-ms.gov) or (228) 875-4236.

Proposals must be received by 2:00 p.m. on October 10, 2017 to the City Clerk of the City of Ocean Springs in a sealed envelope marked “Judge Pro Tempore Services Request for Qualifications” to the address listed below:

City of Ocean Springs

Shelly Ferguson, City Clerk

1018 Porter Ave.

Ocean Springs, MS 39564