

# Judge Pro Tem -INITIAL APPEARANCE SPECIAL MASTER



**COMPENSATION:** **\$200.00 per session. The amount of time per session varies depending on the number of cases that need to be heard. Pay is per session, not by the hours spent.** (Sessions run approximately 2 hours on average but can run longer). This is a part-time **contract** appointment with no benefits and does not constitute court employment.

**Open until filled; submissions are reviewed as received; submit resume & application to:** [HumanResources@sc.pima.gov](mailto:HumanResources@sc.pima.gov) **OR fax to 520-724-4253.**

**CLOSING DATE:** RESUME REQUIRED in addition to **APPLICATION** that may be downloaded from Court's web site [www.sc.pima.gov](http://www.sc.pima.gov) under JOBS/job board or requested from [HumanResources@sc.pima.gov](mailto:HumanResources@sc.pima.gov)

**LOCATION:** Court Location in Pima County

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**CONTRACT CONDITIONS/HOURS:** Location is in a courtroom near central Tucson in Pima County. This is a part-time on-call assignment and will work an average of less than 20 hours weekly. Hours will be assigned based on the needs of the court and funding. The sessions primarily needed will begin at 7:00 p.m. every evening and, additionally, at 9:00 a.m. and 7:00 p.m. on weekends, and holidays. **Initial Appearance sessions occur 365 days of the year.**

**POSITION OVERVIEW:** This is a CONTRACT appointment that works under the direction of the Criminal Presiding Judge, or designee. The Initial Appearance Special Master oversees the Initial Appearance Court, determines release conditions and other procedural matters arising from arrest and detention. The Criminal Presiding Judge directs the work of the Special Master contractor; incumbents will be expected to work with a minimum amount of direction.

**ESSENTIAL TASKS:** (This is not an all-inclusive list of all duties that may be required of a contractor; incumbents may be expected to perform other related duties as needed and designated.)

***List in order of importance:***

- Conducts Initial Appearances for individuals who have been arrested in Pima County.
- Reviews arrest documentation prepared by local law enforcement agencies.
- In applicable cases, reviews the Public Safety Assessment and interfaces with Pretrial Services.
- When appropriate, contacts applicable judicial officers for input.
- Communicates with Pima County Sheriff's Office and other law enforcement agencies in Pima County, the Pima County Attorney's Office, Public Defense Services and detention center staff.
- Determines release conditions after reviewing available information and considering criteria set forth in ARS13-3967.
- Sets court dates using established court calendars.
- Supervises the preparation and distribution of all Initial Appearance documentation, maintenance, distribution, and online publication of the Court approved mailing lists.
- Conducts juvenile detention hearings (when needed - weekends only)

**POSITION QUALIFICATIONS:**

**Minimum Education and/or Experience:** A candidate for this position must be not less than 30 years of age, a resident of Pima County, a duly licensed member of the State Bar of Arizona and shall have engaged in the active general practice of law for not less than five years immediately preceding his or her appointment. Candidates must not have any disciplinary matters pending before the State Bar Disciplinary Board. **Specialized Training, Certifications, and/or Other Special Requirements:** J.D.; Current member of the AZ State Bar in good standing.

**KNOWLEDGE, SKILLS, AND ABILITIES:** Knowledge of general principles of Arizona Criminal Law to include: Title 13, Title 28 and Title 4 offenses, basic principles of criminal procedure, Arizona Sentencing Guidelines. Ability to make probable cause determination for purposes of setting appropriate release conditions. Comfort with standard office computing to the extent that applicant can easily work with Word documents, fillable forms, consumer-level video web conferencing systems, shared drives and internal case management databases (training on all systems will be provided).

**Preferred Education and/or Experience:** Education or experience in general aspects of criminal law and procedure; understanding of ARCP 4.1 et seq., general comprehension of Arizona Code of Judicial Conduct

**Preferred Training, Certifications and/or Other Special Requirements:** Pima County Superior Court will provide training on all systems and applications in use.