

**Alaska Court System  
Class Specification**

**MAGISTRATE JUDGE II**

Range: 19

EEO4: 02

SOC: 23-1023

Class Code: C4104

**Definition:**

A Magistrate Judge II is appointed by the presiding judge and serves as a full-time judicial officer in a court location serving one or more small to medium-sized communities. A Magistrate Judge II serves as a judicial officer with limited district court jurisdiction pursuant to AS 22.15.010-270 and other statutes.

Incumbents perform standardized judicial duties and address issues of circumscribed complexity. Duties also include a substantial portion of the clerical and accounting functions of the local court. The court typically has one clerical employee. Seasonal employees may augment the clerical staff.

Magistrate Judges are appointed to a four-year term and serve a one-year probationary period. The probationary period may be extended. Following successful completion of the probationary period, an incumbent may only be removed from office for cause during their term. A Magistrate Judge may be reappointed to additional four-year terms.

**Distinguishing Characteristics:**

A Magistrate Judge II serves as a judicial officer in a rural court location. There is usually one clerical employee, but there are no other resident judicial officers. A judge or experienced Magistrate Judge travels to these locations on occasion. Certain bookkeeping functions (such as monthly bank reconciliations) may be performed by Fiscal Operations. A Magistrate Judge II is occasionally expected to provide coverage for nearby magistrate locations where caseloads are similar or less complex. Weekend, holiday, and evening work of an emergency nature is expected. Court facilities vary in size: most have formal courtrooms, but some do not. Nearly all locations are jury trial sites.

**Supervision Received:** A Magistrate Judge II receives specific supervision, training, and guidance from the presiding judge, the training judge, or others under the general direction of the presiding judge. There is no direct supervision in judicial matters except that provided in the course of judicial review by a court with appellate jurisdiction. General guidance is received from the Area Court Administrator in clerical, ministerial, or non-judicial functions.

**Supervision Exercised:** A Magistrate Judge II is not assigned supervisory responsibility.

**Complexity of Tasks:** A Magistrate Judge II performs moderately complex legal work related to matters before the court.

**Independent Judgment:** A Magistrate Judge II requires the exercise of independent judgment regarding moderately complex legal matters. A Magistrate Judge II is expected to seek assistance from training judges or higher-level Magistrate Judges when appropriate.

**Consequence of Error:** The decisions of a Magistrate Judge II regarding preliminary matters (setting of bail, acceptance of not guilty pleas) are generally reviewed when a defendant is transported or further hearings are held. Bench trials, sentencing, and other actions are generally reviewed only when appealed. If assigned occasional Standing Master duties, those decisions are reviewed by the superior court. Errors in clerical work are routinely correctable.

### **Examples of Duties:**

Perform magistrate duties pursuant to AS 22.15 and perform some of the more complex magistrate functions such as felony first appearances, emergency children's proceedings, moderately complex search warrants, misdemeanor bench trials, and possibly some jury trials.

In locations with a Clerk of Court or Deputy Clerk, the Magistrate Judge II may perform only the judicial functions relating to minor offenses.

Issue search warrants.

Handle emergency and domestic violence hearings.

Preside over small claims trials.

Preside over inquests and presumptive death hearings.

Perform clerical functions as necessary.

Manage court funds, receipts, fines, and bail with minimal oversight by Fiscal Operations.

### **Knowledge, Skills, Abilities:**

A Magistrate Judge II requires knowledge of:

- Alaska Statutes, Rules of Court, regulations, and local ordinances.
- Basic office and court procedures.

A Magistrate Judge II requires skill in order to:

- Find facts, apply the law, and make most of the judicial decisions in a small to medium-sized community whose size, accessibility, caseload, and legal or law enforcement presence generate mostly routine but some moderately complex cases.

A Magistrate Judge II requires the ability to:

- Follow written instructions.
- Communicate effectively in verbal and written forms.
- Render fair and impartial decisions.
- Apply basic legal principles in a variety of legal matters.

**Minimum Qualifications:**

1. Must be a citizen of the United State of America and of the State of Alaska.
2. Must be at least 21 years of age.
3. Must be a resident of Alaska for at least six months immediately preceding appointment as magistrate judge.

**NOTE:**

**APOC Reporting.** Judicial Officers are required to file an initial financial disclosure statement with the Alaska Public Offices Commission (APOC) within 30 days of taking office and annually (by March 15) thereafter.

**Public Reports of Compensation.** Canon 4H(3) of the Code of Judicial Conduct requires judges to file an annual report of any extra-judicial activity for which the judge received compensation. Reports are filed with the Office of the Administrative Director.

09/95 – Original

11/06 – Revised, WPA

10/08 – Revised, Range Conversion, SR 19

05/10 – Revised, APOC Disclosure

03/11 – Revised, Public Reports of Compensation

12/12 – Revised, Title Change, Class Code Change

01/13 – Revised