

**Alaska Court System
Class Specification**

MAGISTRATE JUDGE IV

Range: 24

EEO4: 02

SOC: 23-1023

Class Code: C4106

Definition:

A Magistrate Judge IV is appointed by the presiding judge as a judicial officer at a superior court location having one or more resident judges and numerous clerical employees. A Magistrate Judge IV serves as a judicial officer with limited district court jurisdiction pursuant to AS 22.15.010-270 and other statutes. A Magistrate Judge IV also is appointed to serve as a Standing Master in specific superior court cases.

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 IV is a full-time judicial officer in a court location with one or more superior court judges and numerous clerical employees. All locations are superior court jury trial sites. Magistrates IV often provide coverage and assistance (usually telephonic) for all tiers of magistrate locations within the judicial district. Weekend, holiday, and evening work of an emergency nature is common, and is shared with deputy magistrates or with other judicial officers.

A Magistrate Judge IV also is appointed to serve as a Standing Master in specific superior court cases. These duties constitute a substantial portion of the caseload.

Supervision Received: A Magistrate Judge IV receives supervision, training, and guidance from the presiding judge, 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. The Area Court Administrator provides general guidance regarding clerical, ministerial, or non-judicial functions.

Supervision Exercised: A Magistrate Judge IV may exercise indirect supervision over clerical employees, but the Clerk of Court provides most clerical supervision.

Complexity of Tasks: A Magistrate Judge IV performs a significant variety and volume of complex legal work.

Independent Judgment: The duties of a Magistrate Judge IV require the exercise of independent judgment in variable situations including legal research, analysis, and interpretation in a substantially diversified caseload. The Magistrate Judge IV rarely seeks assistance.

Consequence of Error: The decisions of a Magistrate Judge IV are likely to have a broad, diverse effect on caseloads and populations. Decisions and actions are commonly reviewed only if appealed. While serving as a Standing Master, most of the Magistrate Judge's recommendations are adopted by the reviewing superior court judge.

Examples of Duties:

Perform all magistrate duties pursuant to AS 22.15, including complex matters such as jury trials, complex small claims trials, complex search warrants, and complex contested master's proceedings.

Regularly preside over domestic violence matters at the emergency, 90-day, and modification stages.

Serve as a training judge for magistrates and deputy magistrates.

Serve on special committee assignments.

Perform limited clerical functions.

Knowledge, Skills, Abilities:

A Magistrate Judge IV requires substantial knowledge of:

- Alaska Statutes, Rules of Court, regulations, and local ordinances.
- Formal courtroom procedures.
- Advanced legal research techniques.
- The principles of law and the principles of complex office and policy management.

A Magistrate Judge IV requires skill in order to:

- Find facts, apply the law, and make a variety of complex decisions for a large community whose size, accessibility, caseload, intricacy, and legal or law enforcement presence generates a variety of technically complex cases.

A Magistrate Judge IV requires the ability to:

- Coordinate the court calendar with multiple parties.
- Prepare complex written and oral legal decisions.
- Communicate effectively with lay and law-trained persons.
- Render fair and impartial decisions.

Minimum Qualifications:

1. Must be a citizen of the United States 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.

Preferred Qualifications:

Graduation from an accredited law school with an LLB or JD degree.

AND

Active membership in the Alaska Bar Association.

NOTE:

APOC Reporting. Judicial Officers are required to file an initial financial disclosure statement with the Alaska Public Offices Commission 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

03/07 – Revised, EEO4

10/08 – Revised, Range Change, SR 24

05/10 – Revised, APOC Disclosure

03/11 – Revised, Preferred Qualifications, Public Reports of Compensation

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

01/13 – Revised