



Associate Judge

Salary Group: B28

Class Code: 3652

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
ASSOCIATE JUDGE	3652	B28	\$83,991 - \$142,052

GENERAL DESCRIPTION

Performs highly advanced and/or managerial (senior-level) child support and child protection case review work. Work involves conducting hearings and recommending orders and judgments in child support and child protection cases. May supervise the work of others. Works under minimal supervision, with extensive latitude for the use of independent judgment.

EXAMPLES OF WORK PERFORMED

Conducts hearings involving legal, procedural, and technical issues.

Compiles and maintains records of evidence and ensures proper handling for appeal and confidentiality.

Rules on discovery disputes, scheduling requests, and motions.

Schedules and holds child support and child protection hearings.

Issues summonses for the appearance of witnesses, orders, and writs.

Issues and enforces child support, child protection, and medical orders.

Administers oaths, examines witnesses, analyzes testimony and evidence, and rules on evidence.

Prepares proposals for decision, default orders, temporary orders, or final orders.

Prepares reports and legal documents.

Formulates conclusions of law and recommends rulings, orders, or judgments.

May supervise the work of others.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience in legal work, counseling, mediation, or dispute resolution. Graduation from an accredited law school with a Juris Doctor (JD) degree. Member in good standing with the State Bar of Texas.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of legal principles, practices, and proceedings; and of state laws, regulations, and rules.

Skill in identifying complex problems and reviewing related information to develop and evaluate options and implement solutions; in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems; and in reconciling differences.

Ability to determine and apply relevant rules and statutes, to comply with ethical standards, to communicate effectively, and to supervise the work of others.

REGISTRATION, CERTIFICATION, OR LICENSURE

Must be licensed as an attorney by the State of Texas. Texas Family Code, Section 201.102, requires that associate judges meet the requirements and qualifications to serve as a judge of the court or courts to which they are appointed.