



THE CITY OF COTTONWOOD IS SEEKING AN ACCOMPLISHED AND QUALIFIED
MAGISTRATE OR ANY PRESIDING OR PRO-TEM JUDGE OR PRACTICING COURTROOM
ATTORNEY WITH SEVEN (7) YEARS EXPERIENCE
TO SERVE AS ITS NEXT CITY PRESIDING MAGISTRATE.

INVITATION TO APPLY

PRESIDING MAGISTRATE

REPORTS TO:	CITY COUNCIL
COMPENSATION:	\$68,558 TO \$99,409
POPULATION:	10,000+
CITY EMPLOYEES:	160+
COURT EMPLOYEES	5
CITY BUDGET:	\$80 Million
COURT BUDGET	\$384,000
FIRST REVIEW:	Bi-Weekly Starting Jan. 2009

POSITION OPEN UNTIL FILLED

THE COMMUNITY

Cottonwood is the market center of the Sedona / Verde Valley region, a rapidly growing area of about 65,000 people located 100 miles north of Phoenix. Although the City includes only 10,000 residents, about 35,000 people are located within and adjacent to Cottonwood at the upper end of the Verde Valley.

The City is part of a large island of private property located amid a sea of National Forest, connected to I-17 by State Routes 260 and 89A (the old highway between Flagstaff and Prescott). Due to its relationship to adjacent public lands and Native American tribal lands, the community bears a regional working

relationship with a variety of other jurisdictions.

The Sedona / Verde Valley region is probably one of the most beautiful areas on the planet. Cottonwood exists between the Mingus Mountain range and the Verde River within view of Sedona's red rocks. The region also boasts much history associated with early primitive human habitation, Native American settlement, frontier-oriented military occupation, mining and bootlegging.

There are numerous opportunities for outdoor-oriented recreation including hiking, sight seeing, hunting, fishing, camping, boating and golf. Other attractions include a nearby casino and animal park.

The local economy is based largely on tourism, medical, construction industries, government and services. The tourism industry benefits from Cottonwood's proximity to Sedona, which attracts a global market.

Local schools include the Yavapai Community College, public and charter high schools, middle schools, elementary and pre-schools.

THE CITY

The City of Cottonwood delivers exceptional public services to its citizens for a city of its size. The community prides itself on its respect and attention to its history and its small town qualities, despite a vigorous growth rate and escalating property values.

The City government features a City Manager, an elected Mayor and City Council, and numerous appointed advisory committees. The Council and City Manager are very progressive and work very collaboratively with staff.

THE POSITION

As a member of the City's management team, the Presiding Magistrate adjudicates charges filed in City Court and handles all aspects of the adjudication process and is responsible for overseeing the operation of the Court's administrative operations and established budget.

THE IDEAL CANDIDATE

Candidates should be able to preside over court proceedings, process and enforce civil and criminal actions in accordance

with the law set forth by the Arizona Revised Statutes, Cottonwood Municipal Court, Rules of Criminal Procedures, and Arizona Rules of Court. Also assists in directing, overseeing and administering Court Department, prepares budget, and assists in the hiring and evaluation of staff performance, implementing disciplinary actions, and administrating to the requests and needs of the staff.

EXPERIENCE & EDUCATION

A Bachelors degree in a related field or J.D.; Seven (7) years experience as a practicing courtroom attorney; or an equivalent combination of education and experience. "In lieu of" experience could include serving as a Justice of the Peace, City Magistrate or any presiding or pro-tem judge or magistrate.

COMPENSATION

- \$68,558 to \$99,409
- Excellent medical & dental plans
- Vacation
- Sick Leave
- 11 Paid Holidays
- Participating in ASRS
- City-paid life and accidental death insurance.



<http://www.ci.cottonwood.az.us>

The City of Cottonwood is an EOE/ADA employer. Please submit a completed City Application. The application is available off the City's web site (www.ci.cottonwood.az.us). Additional information and a complete job description are available at the City of Cottonwood Human Resources Office, 816 N. Main St., Cottonwood, AZ 86326. Phone 928-634-0060 x217.