

**MUNICIPAL COURT JUDGE POSITION
REQUEST FOR STATEMENT OF QUALIFICATIONS and APPLICATION**

The Town of Rancho Viejo is seeking an individual Attorney to provide services as a Municipal Judge. All Judges and Attorneys are invited to submit qualifications for the provision of these services.

The Town of Rancho Viejo is located in Cameron County with a population of about 2437 per the 2010 census.

Rancho Viejo is a Type A General Law municipality with a Mayor and five Aldermen elected at large. The members of the Board serve two-year terms, which are staggered.

The Municipal Court Judge shall perform all of the duties required of a Municipal Court Judge in the State of Texas, including presiding at all Municipal Court sessions. Currently, the Municipal Court has one regular session per week as well as endorsing summons, warrants and bail requests if necessary, outside of regular court sessions. The municipal judge position is that of an independent contractor, for a term of two years and renewed accordingly.

The Town of Rancho Viejo will interview all qualified applicants based on experience and education and shall not discriminate on any person based on race, religion, sex, or age.

QUALIFICATIONS:

1. Must be a resident of the State of Texas and an Attorney-At-Law admitted to practice within the State.
2. At least 10 years' experience as a practicing Attorney in the State of Texas.
3. Must be a member in good standing with the State Bar of Texas and all dues current.
4. Must be bondable.

REQUESTED INFORMATION:

1. Professional Curriculum Vitae/Resume with educational, work history and personal background.
2. State of Texas Bar Number.
3. Release allowing the Town to access all State Bar of Texas disciplinary investigations and actions.
4. Type of legal services currently providing (e.g. criminal, family, corporate, etc.) Include the percentage of practice dedicated to each type of law described, and any trial experience.
5. Any judicial experience, including position and date.
6. Any certifications of specialty or other experience pertinent to the position sought.
7. A list of continuing legal education courses completed in the last three years.
8. A minimum of three (3) professional references, with addresses and phone numbers.
9. If applicable a list of Municipal Court(s) where employed and a contact name and number of person associated with the Court's operations.
10. A descriptive list of any litigation, malpractice claims, disciplinary or criminal complaints filed against you within the last (5) five years as well as the current status of same.
11. A descriptive list of any litigation in the past (5) five years in which you have been involved as a party or attorney, and in which the Town, its employees, or third parties were either named as a party or a witness in such litigation, including a brief summary of the matter.
12. If you are related to any officer or employees of the Town, please identify the person(s) and the type of relationship.
13. Other factors or special considerations you feel would influence the selection.

SUBMITTAL:

Provide three (3) copies of the information requested above, including one original. Applications may be submitted in person to the Town Administrative Office or by mail, but must be received by 2:00 p.m. on the submittal deadline date. Applications shall be submitted in a sealed envelope, clearly marked on the outside of the envelope, "MUNICIPAL COURT JUDGE" and addressed to:

Town of Rancho Viejo
3301 Carmen Avenue
Rancho Viejo, Texas 78575
Attention: Fred Blanco, Town Administrator

SUBMISSION DEADLINE: ALL STATEMENTS OF QUALIFICATIONS MUST BE RECEIVED NO LATER THAN 2:00 P.M., NOVEMBER 16, 2020.

The selection of the Municipal Court Judge will be made by the Board of Aldermen. It is expected that the Board will either interview all applicants or select a shortlist of one or more applicants for interview.

FRED BLANCO, TOWN ADMINISTRATOR