

**MAGISTRATE JUDGE  
Third Judicial Circuit  
Brookings, South Dakota**

**Requisition #:** J25-10

**Agency:** Unified Judicial System

**Salary:** \$138,465.52 annually, with a possible cost of living salary increase per legislative approval

**Closing Date:** January 3, 2025

**Position Purpose:** Position performs highly responsible legal work in the disposition of certain types of cases in magistrate court in the Third Judicial Circuit. This position will require travel. **Chambers for this position may be located in Brookings, Huron or Watertown, depending on applicant preference.**

Work involves responsibility for hearing and ruling on certain civil and criminal cases. Work is supervised by the Presiding Judge of the judicial circuit. Position includes generous benefits program with retirement system, health and life benefits, vacation plan and other options.

Duties may include:

- conduct jury trials on misdemeanor cases and city ordinance violations;
- conduct court trials related to civil actions or small claims up to a specific jurisdictional amount;
- participate and assist with Drug Court and/or DUI court;
- issue warrants of arrest and search and seizure warrants;
- administer oaths and take acknowledgements;
- set bond and fix conditions of release;
- review and conduct protection order hearings pursuant to jurisdictional authority;
- conduct arraignments and other hearings;
- proficient computer skills including, but not limited to, Microsoft Office, jury management system, phone system and email;
- effective communication with court staff, attorneys and litigants;
- occasional work on nights, weekends and holidays.

**Comments:** Graduation from an accredited law school and experience in the practice of law. Licensed to practice law in the State of South Dakota. Applicants must meet the State of South Dakota Constitutional requirements set in Article V Section 6 upon appointment. This position is appointed by the Presiding Judge of the judicial circuit, subject to approval by the Supreme Court, for a four-year term subject to potential renewal. The applicant recommended for appointment will undergo an intensive background investigation.

*To qualify for Veterans' Preference, a veteran must have been separated or discharged honorably or under honorable conditions. To be considered for Veterans' Preference, please attach a copy of the DD214, DD214R or NGB22 indicating qualifications per SDCL 33A-2-1.*

**To Apply:** Applicants must complete a letter of interest and magistrate judge application/personal data questionnaire. The personal data questionnaire can be obtained by accessing the following link <http://uj.s.sd.gov/uploads/hr/MagistratePDQ.pdf> or contacting the Human Resources office. If the applicant has completed a circuit court judge judicial application/personal data questionnaire within the last six months, it may be submitted in lieu of the magistrate application, provided it is updated to the date of application. All personal data questionnaires must be submitted by the closing date to:

PMB 2713-000  
Deputy State Court Administrator  
Unified Judicial System  
500 East Capitol Avenue  
Pierre, SD 57501  
Phone: (605) 773-4884; Fax: (605) 773-8437  
[Jade.Milli@uj.s.sd.us](mailto:Jade.Milli@uj.s.sd.us)  
An Equal Opportunity Employer