

## **PUBLIC NOTICE**

Notice is hereby given that a vacancy has arisen for the term of office for Judicial Magistrate of Clay County, Iowa expiring June 30, 2021. In accordance with Section 602.6403 of the Code of Iowa, NOTICE is hereby given that the Clay County Judicial Magistrate Appointing Commission will meet in the Courtroom of the Clay County Courthouse in Spencer, Iowa on the 26<sup>th</sup> day of August 2020 at 9:30 a.m., for the purpose of appointing one part-time Judicial Magistrate for Clay County, Iowa, for the purpose of filling the remainder of the four-year existing term of office, commencing October 3, 2020 and expiring June 30, 2021, by appointment of a person qualified by being less than 72 years of age at appointment, an attorney admitted to practice law in Iowa, and a resident of the county of appointment or a resident of a county contiguous to the county of appointment during the magistrate's term of office (Iowa Code Sec 602.6404(1)). Judicial Magistrates have jurisdiction of simple misdemeanors, including traffic and ordinance violations, preliminary hearings, search warrant proceedings, and small claims.

Any qualified person desiring to apply for such appointment may do so by filing an application with Clerk of District Court, Clay County Courthouse, Spencer, Iowa, not later than the 24th day of August 2020, at 4:30 p.m. The application must be in writing and contain the name, age, and address of the applicant and a brief resume of the applicant's education, experience, and employment. Application forms are available at the office of the Clerk of the Clay County District Court.

Clay County Judicial Magistrate  
Appointing Commission  
c/o Clay County Clerk of Court  
215 W. 4<sup>th</sup> Street  
Spencer, IA 51301

**Iowa Judicial Branch**  
**Application for a District Associate Judge or Judicial Magistrate Position**

Revised: 8-2-2019

**Instructions for Applicants**

The County Magistrate Appointing Commission(s) for **CLAY** County/Counties is/are currently accepting applications for a XX  **Magistrate** position.

There are four parts to the application. Each part is a separate document. Each part is a separate document.

**Part 1: *Personal Background Information Form.*** It provides the County Magistrate Appointing Commission(s) with an applicant's pertinent background information. Based on advice of legal counsel, the Commission will treat this part as a **public record** pursuant to Iowa Code section 22.1(3), so it will be available to the public upon request. If you believe you cannot fully respond to a question in Part 1 without disclosing information that is confidential under state or federal law, please submit that part of your answer with the legal basis for confidentiality on a separate sheet that you mark "confidential."

**Part 2A: *Confidential Information Form.***

**Part 2B: *Confidential Information, Disclosure and Release Form.***

**Part 3: *Credit Search Authorization Form.***

**How to obtain the forms:**

All four forms are Microsoft Word documents. To obtain the electronic versions of the forms via email, please email Peggy Frericks, District Court Administrator's office at: [Peggy.Frericks@lowacourts.gov](mailto:Peggy.Frericks@lowacourts.gov)

**How to complete the forms using MS Word and deliver them to the Commission:**

- (1) Type your response in the box immediately after or next to each numbered question or item.
- (2) After completing each form, print a copy of each and **sign** each part on the last page.
- (3) Scan Part 1 and Part 2A. Save each form as a PDF document using the following format for naming the documents:

[Lastname]-Part1.pdf

[Lastname]-Part2A.pdf

- (4) Save at least two writing samples (see #37 in Part 1) as PDF documents using this filename format:

[Lastname]-WritingSample1.pdf

[Lastname]-WritingSample2.pdf

- (5) Email Parts 1 and 2A plus the two writing samples to: **Peggy.Frericks@iowacourts.gov**
- (6) Mail or personally deliver the original copies of Parts 1, 2A, 2B, and 3 (with your hand-written signature) and paper copies of your writing sample(s) to:

Judge Nancy Whittenburg, Commission Chair

c/o Clay County Clerk of Court

215 West 4<sup>th</sup> Street

Spencer, Iowa 51301

- (7) Applications must be submitted no later than (date):

**August 24, 2020**

(time):

**4:30 PM**