

## **TOWN OF ISLE LA MOTTE**

### **ELECTED POSITION VACANCY APPOINTMENT: JUSTICE OF THE PEACE**

Due to the recent expansion of the Selectboard, the appointment of two Justices of the Peace will be made by the Selectboard for a term to end February 2025. A total of five (5) Justices of the Peace will be elected by Australian ballot in November 2024 for a term beginning February 2025, for which consent forms are due August 15, 2024.

#### **SUMMARY OF POSITION**

*Adapted from the Vermont League of Cities & Towns Handbook for Vermont Town Officers:* The office of the justice of the peace is a county office; however, the justices are elected by the town voters. The justice of the peace used to perform important judicial functions in the towns, but this authority has largely been repealed, so that today justices of the peace play a very limited role in Vermont. Aside from administering oaths of office and solemnizing marriages, virtually all of the justice's authority derives from his or her membership on the board of civil authority and board of abatement. These duties include assisting in elections, delivering and counting ballots, maintaining checklists, and hearing tax appeals. This is a volunteer role, no compensation is provided for duties performed.

#### **DUTIES AND RESPONSIBILITIES**

The primary duties of justices of the peace can fall into five categories of responsibilities:

- **Elections:** Justices of the peace are members of the Board of Civil Authority (BCA). Members of the BCA serve as election officials at town or statewide elections. Justices also are responsible for delivering absentee ballots to voters at election time and maintaining the voter checklist.
- **Tax Abatement and Appeals:** Justices of the peace sit as members of the town board for abatement of taxes to determine whether a taxpayer's tax obligation should be forgiven under certain circumstances. Justices of the peace also serve an important role in the town's tax appeal process. As a member of the board of civil authority, justices sit to hear and decide appeals when citizens do not agree with the final decision of the listers.
- **Marriages:** Justices of the peace may also solemnize marriages in Vermont.
- **Oaths and Notary:** Justices of the peace may also administer oaths in all cases where an oath is required, unless the law makes a different provision. A justice of the peace is a notary public *ex officio* and has all the acknowledgment powers of a notary public.
- **Magistrate:** Justices of the peace may also serve as a magistrate when so commissioned by the Supreme Court.

For more information about the applicable statutes and detailed duties and responsibilities of the position please review the Vermont Justice of the Peace Guide issued by the Vermont Secretary of State at <https://islelamotte.us/wp-content/uploads/2024/06/Vermont-JOP-Guide-2019.pdf>.

#### **DESIRED QUALIFICATIONS, ABILITIES AND SKILLS**

- Strong written and spoken communication skills necessary to administer ceremonial and judicial duties.
- Ability to apply the rules of law with reason and objectivity.
- Excellent problem solving and decision making skills.
- Able to respond to citizens professionally, courteously, and accurately.

Letters of interest, including your qualifications and reasons for your interest in the position, can be emailed to the Selectboard Clerk at [ilmvtselectboardclerk@gmail.com](mailto:ilmvtselectboardclerk@gmail.com), mailed to the Town Office at P.O. Box 250, 42 School St. Ext, Isle La Motte, VT 05463, or dropped off at the Town Office in person at 42 School St. Ext. Interviews will be scheduled to occur at Selectboard meeting in July or August.