

SANDUSKY COUNTY

An Equal Opportunity Employer

POSITION DESCRIPTION

Agency: Common Pleas Court
Name:
Position Title: Magistrate
Pay: \$70,000.00 - \$80,000.00
Job Type: Full Time

Dept./Div.: Common Pleas Court
Reports To: Judge/ Court Administrator

MINIMUM QUALIFICATIONS AND REQUIREMENTS

1. Law degree from an accredited law school.
2. Good standing with the Ohio Supreme Court.
3. At least four years of experience in the general practice of law.
4. Experience in domestic relations law preferred.
5. Knowledge of court system and procedure.
6. Familiarity with the CSEA and Title IV-D preferred.
7. Knowledge of common office practices, procedures, and equipment.
8. Proficiency in operating a personal computer and using, or being able to learn, Microsoft Office products such as Word, Outlook, and Excel, and Lexis.
9. Ability to prioritize work, work independently without daily direct supervision. Must have good time-management skills, be highly organized and detail-oriented.
10. Excellent interpersonal skills including the ability to develop and maintain effective working relationships with Judges, Court employees, lawyers, outside agencies, businesses, and the general public.
11. Ability to maintain sensitive and confidential information.
12. Ability to effectively and professionally communicate verbally and in writing in English to diverse audiences.
13. Must be conscious of and sensitive to the diversity within the Court's jurisdiction and be able to interact professionally with diverse population of people from many different geographic, socioeconomic, religious, racial, and ethnic backgrounds.
14. Professional appearance and demeanor appropriate for the position and expected of a representative of the Court.
15. Demonstrated dependability, reliability, and excellent attendance record.
16. Patience, objectivity, maturity, effectiveness under stress, initiative, adaptability, and sound judgment.

The qualifications and requirements listed above are guidelines for selection purposes. Alternative qualifications may be substituted if considered by the Court to be sufficient to demonstrate the ability to perform the essential duties of the position.

ESSENTIAL FUNCTIONS OF THE POSITION:

The following duties indicate the general nature and level of work performed by the Magistrate. They are not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of this position. Other duties may be required or assigned at any time.

Primary Responsibilities:

1. Conduct Civil hearings and trials as assigned by Judge, drafting, and submitting recommendations to Judge.
2. Conduct some criminal dockets as assigned.
3. Review civil and criminal motions and recommend rulings, as assigned.
4. Prepare civil and criminal cases for jury trial.
5. Conduct pretrials, case management conferences in civil and some criminal cases.
6. Develop case management schedules and orders in civil and criminal cases.
7. Refer appropriate disputes to mediation.
8. Schedule pretrials, hearings, and trials in pending matters.
9. Participate in staff training and development as requested.
10. Research and advise on legal, procedural, and administrative matters as assigned.
11. Participate in community education activities as assigned.

BENEFITS

Sandusky County makes available a variety of benefit options depending upon your employment status. In general, benefit options include, comprehensive medical, dental, vision, prescription medical and life insurance. Specific details regarding such will be reviewed at the time of hire.

SUPPLEMENTAL INFORMATION

COURT EXPECTATIONS OF EMPLOYEE

The Court expects all members of its staff to adhere to all Court policies, guidelines, practices and procedures; act as a role model both inside and outside the Court; perform duties as workload necessitates in a timely, accurate and thorough manner; be conscientious about meeting productivity standards; and communicate regularly with supervisor about issues.

AT-WILL EMPLOYMENT

The Magistrate is an at-will employee and serves at the pleasure of the Court; she/he is not in the classified civil service system and is not a member of a bargaining unit. The Court is an Equal Opportunity Employer. We respect and seek to empower each individual and support the diverse cultures, perspectives, skills and experiences within our workforce.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The Essential Functions of the position identified on subsequent pages are for purposes of 42 USC 12101. My signature below signifies that I have reviewed and understand the contents of my position description and I can perform all the essential functions of this position description.

(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)

(Employee Printed Name)