

MUSKINGUM COUNTY COURT OF COMMON PLEAS

Domestic Relations Division

Position Description

Job title	<i>MAGISTRATE</i>	FLSA Status	<i>Exempt</i>
		Employment Status	<i>Full Time</i>
Reports to	<i>Judge</i>	Classification	<i>Unclassified</i>
		Introductory Period	<i>180 days</i>

Job Purpose

Appointed to perform judicial functions similar to duly elected judge in order to assist the judge and facilitate the hearing and decision of cases in a prompt, efficient and effective manner.

Duties and Responsibilities

To perform this job successfully, an individual must be able to satisfactorily perform each essential duty listed below. Reasonable accommodations will be made for disabled persons, covered by the Americans with Disabilities Act, in accordance with its requirements.

- Conducts trials and motion hearings pursuant to Rule 53, Ohio Rules of Civil Procedure.
- Completes dockets in an orderly and efficient manner.
- Responsible for ensuring all parties are present for conferences and hearings.
- Promptly hears and decides all cases referred within the Supreme Court guidelines.
- Preserves hearings with Digital Recording System.
- Files all decisions as soon as possible and time allows upon the conclusion of the trial.
- Remains current on case law and legislation.
- Performs legal research as required by Judge or demands of job.
- Assists in drafting and revising court rules as instructed.
- Issues orders regarding discovery, case scheduling and related pretrial matters. Set parenting time, temporary custody and support pursuant to 75(N) Ohio Rules of Civil Procedure.
- Issues written decisions and orders regarding valuation and division of marital property and all other matters.
- Reviews Agreed Entries and Shared Parenting Plans for signature or return for corrections.
- Substitutes for Judge as requested to hear and render decisions for Uncontested Complaints for Divorce, Petitions for Dissolution of Marriage, and Contested Divorce actions.
- Participates in programs designed to educate the public and litigants regarding court procedures and the court experience.
- Responsible for the majority of the docket for Child Support Enforcement Agency actions.
- Responsible for the majority of the docket for Domestic Violence Civil Protection Orders, Civil Stalking and Sexually Oriented Offenses Protection Orders, and Dating Violence Civil Protection Orders.
- Conduct ongoing monitoring of active warrants issued from the Court to determine whether termination is required.
- Timely and accurately completes the time study required for Title IV-D contract.
- Performs duties of other Magistrates as the workload dictates in order to maintain the standards and integrity of the Court.

Knowledge, Ability, and Skills

Knowledge of: Domestic Relations and Domestic Violence law and procedure; child support regulations relating to the setting, modification and termination of child and cash medical support orders; rules of civil and trial procedure; rules of evidence; Ohio Rules of Professional Conduct and Judicial Canons; law regarding property division, child and spousal support, contempt and interpretation of decrees, agreements and previous decisions. Applicable procedures and practices of the Court of Domestic Relations, including familiarity with the Local Rules

of Practice, the Court's personnel policies, proper courtroom etiquette and dress code, familiarity with Lexis Advance, the case management system, and basic computer and office equipment skills.

Ability to: Conduct trials and hearings, communicate with the public, court employees and court officials in an effective and courteous manner; work under pressure and maintain composure in dealing with potentially irate and hostile individuals; exhibit patience in working with the public and legal professionals; maintain confidentiality when dealing with sensitive matters; accept constructive criticism and direction; be professional at all times and work cooperatively with members of staff, other departments, agencies and providers; maintain timely, regular attendance, proper dress, and a positive attitude; treat all individuals with respect and dignity; and work independently.

Skill in: Communicating with staff and others, both orally and in written form; operating basic office machines, operations of the case management program, and Windows-based operating system; and completing tasks timely and free from excessive and/or recurring mistakes.

Minimum Qualifications and Requirements

Must possess a Law Degree with minimum of six years in practice in the State of Ohio, preferably in family law issues. Must be admitted to practice law in the State of Ohio and in good standing at time of application for position and current on all CLE requirements. Shall be a fulltime employee of the Court with no outside private practice.

Licensure or Certification Requirements

Must maintain the required credit hours of Continuing Legal Education every two years, including the required number of Judicial College credits.

Physical Requirements

The following physical demands are typically exhibited by position incumbents who are performing this job's essential duties and responsibilities. These physical demands are not, and should not be, construed to be job qualification standards, but are illustrated to help the employer, employee and/or applicant identify tasks where reasonable accommodations may need to be made when an otherwise qualified person is unable to perform the job's essential duties because of an ADA disability.

Work may involve a significant amount of standing, walking, sitting, talking, listening, stooping, crouching and reaching with hands and arms. Ability to transfer up to 25 pounds. Ability to sit continuously at a computer terminal for long periods of time, up to eight hours. Visual ability sufficient to effectively operate a copier, facsimile machine, computer terminal and remote hearing equipment and to read reports, correspondence and instructions. Hearing ability sufficient to converse with other individuals, both in person and by telecommunication and video means. Speaking ability sufficient to communicate clearly and effectively with other individuals in person and by telecommunication or video means. Vision demands include frequent close, relatively detailed vision using a computer screen. Ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting productivity standards.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee filing this position, who will be required to follow the instructions and perform any duties required by the employee's supervisor, appointing authority or their designee.

If interested, send Cover Letter and Resume, either by mail, email or in person by the deadline to:

**MUSKINGUM COUNTY COURT OF COMMON PLEAS
DOMESTIC RELATIONS DIVISION
ATTN: WENDY ROUSH, COURT ADMINISTRATOR
22 N. 5th Street
ZANESVILLE, OHIO 43701
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