



Montgomery County Juvenile Court

Judge Helen Wallace
Judge Julie Bruns
Court Administrator Eric Shafer



Job Title: Magistrate

Department: Judges

Posting Closing: Until Filled

Position Location: 380 W. 2nd St Dayton, OH 45422

Job Type: Full-time

Salary: Steps

Shift: 1st

BENEFITS

Insurance: Comprehensive Health, Dental, and Vision Insurance; \$60,000 in basic life and AD&D coverage;

Paid Time Off: Paid Vacation, Sick Leave, Parental Leave, and Personal Leave

Retirement: Employer contribution to the Ohio Public Employees Retirement System (OPERS); Voluntary Deferred Compensation Plans offered.

Other: Tuition Reimbursement

DISTINGUISHING JOB CHARACTERISTICS

Presides over matters within the jurisdiction of the Montgomery County Juvenile Court on behalf of the Juvenile Court Judge. Decides cases. Can facilitate negotiations when appropriate. Hears cases involving abuse, neglect, dependency, custody, visitation, support, juvenile delinquency, status offenses and juvenile traffic offenses. Presides over cases from case initiation through final disposition.

“In this position, you are an At-Will Employee serving at the pleasure of the Administrative Judge.”

QUALIFICATIONS

Juris Doctorate degree, and over five years work experience in the practice of law. After appointment, willingness and ability to successfully complete 10 hours judicial college courses (including 3 hours of Judicial Conduct) and fulfill 40 hours of continuing legal education every 2 years. Ability to pass a criminal background check.

Ability to document identity and employment eligibility within three (3) days of original appointment as a condition of employment in compliance with Immigration Reform and Control Act requirements.

Interested candidates may apply online at <http://www.mcjcoho.org/job-openings/>

Human Resources, Montgomery County Juvenile Court, 380 W. Second Street, Dayton, OH 45422

AN EQUAL OPPORTUNITY EMPLOYER

POSITION DESCRIPTION

Montgomery County Common Pleas Court

Juvenile Division

CLASSIFICATION TITLE: Magistrate

FLSA STATUS	Exempt	EMPLOYMENT STATUS	Full-time
DEPARTMENT	Legal Services	REPORTS TO	Chief Magistrate
PAY GRADE	Steps	WORK SCHEDULE	40 hours per week

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ESSENTIAL 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.

Hears cases involving abuse, neglect, dependency, custody, visitation, support, juvenile delinquency, status offenses and juvenile traffic offenses. Presides over hearings at all stages, including initial adjudicatory hearings, adjudicatory hearings, pretrials, dispositions, motion hearings, and detention hearings.

Rules on motions, and makes decisions in a timely manner.

Prepares written findings of fact and conclusions of law, as needed. Drafts and signs entries memorializing orders and decisions.

Reviews and signs entries on all motions/petitions/briefs filed in any case.

Manages and controls docket and Courtroom decorum.

Records proceedings and maintains electronic case log. Takes in, and marks evidence.

Conducts legal research, and interprets law and case law. Reviews and interprets new legislation.

Provides functional and legal guidance as necessary to support staff to direct and guide work to be in compliance with Court procedure, policy and expectations.

OTHER DUTIES AND RESPONSIBILITIES

Other duties as assigned by Judges and Chief Magistrate.

SCOPE OF SUPERVISION

None

EQUIPMENT OPERATED

General office equipment including computer and telephone; Digital recording system; Zoom and Telephonic Interpretation Services (when needed).

CONTACTS WITH OTHERS

Children's Services staff; Attorneys; litigants; parents and other guardians; children; employers; witnesses; professionals; social service agencies; law enforcement officers; interpreters; general public.

CONFIDENTIAL DATA

All information contained in the court files including GAL reports, psychological reports, medical records, social histories, and other information about a person/party to the case.

WORKING CONDITIONS

Good office working conditions. Exposure to possibly hostile, mentally ill and emotional litigants and other persons.

USUAL PHYSICAL DEMANDS

The following physical demands are typically exhibited by position incumbents 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.

While performing duties of this job, the Magistrate frequently sits for extended periods of time while hearing cases, conducting research and performing other responsibilities. Employee converses verbally with others in person and by telephone. Vision demands includes normal vision requirements, but includes regular viewing of computer screen requiring close focus.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: Ohio rules of Juvenile Procedure; Ohio Rules of Civil Procedure; ORC Chapter 2151 & 2152; Title 29; Ohio Rules of Superintendence; child custody and parentage law; general law; case law; rules of evidence; jurisprudence of contempt; social welfare system; community social service resources; mediation and settlement principles; legal principles and terminology; general psychology and sociology; Children Services policy and procedure; internal court procedures.

Ability to: work professionally with attorneys, public and staff; remain fair and impartial; control courtroom conduct and process; handle large caseloads; maintain confidentiality of confidential and sensitive information; diffuse hostile situations; work effectively with persons of varying socioeconomic, educational and racial backgrounds, while maintaining appropriate judicial temperament

Skill in: listening; written and verbal communication; relating legal principles to facts and determine court response; listening and critically analyzing facts; legal analysis and research; making and writing court decisions; mediation and negotiations; operating a computer.

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LICENSURE OR CERTIFICATION REQUIREMENTS

Admitted and licensed by the Supreme Court of Ohio to practice law.

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

I have read the above job description and fully understand my responsibilities.

Employee Signature: _____

Date: _____