

Holmes County Probate & Juvenile Court

Position Description

MAGISTRATE

Job Title:	Magistrate
Immediate Supervisor:	Judge
Positions Supervised:	None
Civil Service Status:	Unclassified, serves at pleasure of Judge
FLSA Status:	Exempt (salary based)
Employment Status:	Full-time, 40-hour work week <u>OR</u> part-time at discretion of the Judge

Job Responsibilities:

- Perform the duties of a judicial hearing officer by presiding over all matters, as assigned, within the jurisdiction of Probate Court or Juvenile Court.

Qualifications:

- Admitted and licensed to practice law in Ohio for a minimum of three (3) years.
- Willingness to meet judicial education requirements to maintain licensure.
- Membership in appropriate professional organizations.

Required Knowledge, Skills & Abilities:

- Court procedures, legal processes and relevant terminology.
- Familiarity with Microsoft software such as Outlook and Word.
- Excellent computer/keyboarding skills.
- Outstanding writing and oral communication skills.
- Exhibit courtesy and professionalism in dealings with the public, attorneys and Court staff.
- Render decisions in a fair, impartial and timely manner.
- Maintain appropriate judicial demeanor at all times.
- Make effective public presentations when requested.

Illustrative Duties:

- As a judicial hearing officer, preside over all matters, as assigned, within the jurisdiction of Probate Court or Juvenile Court. Such will include, but not be limited to:
 - Receiving testimony, facts and arguments, ruling on objections and correctly applying relevant statutes and caselaw.
 - Ruling upon oral and written motions.
 - Conducting conferences to facilitate settlement of cases or issues.
 - Controlling Courtroom procedure and the conduct of attorneys and parties.
 - Imposing sanctions for Civil or Criminal Contempt when appropriate.
- Conducting legal research and monitoring proposed and enacted legislation to ensure current knowledge of Ohio law in relevant areas.
- Perform additional duties, as requested.