

Medina County Court of Common Pleas

Domestic Relations Division

Job Posting

Position Title: Judicial Attorney/Magistrate

Pay: based upon experience

Job Type: Full Time after 180-day probationary period

Classification: unclassified/exempt

Reports To: Administrative Judge

Job assignments, work standards, and performance evaluations will be made by the Judge with input from Chief Magistrate and Court Administrator for which the judicial attorney has worked during that evaluation period

General duties will include performing research, drafting necessary documents, decisions, orders, and case review notes; performing bailiff duties, docket control, and trial management for the Administrative Judge. Performs other related duties as required and may be cross-trained to assist with other departmental duties.

The Judicial Attorney / 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.

ESSENTIAL FUNCTIONS OF THE POSITION, including but not limited to:

1. Perform legal research and writing for Administrative Judge.
2. Analyze matters before the court, prepare judgment entries, legal memoranda or orders, or other recommendations relevant to orders on cases.
3. Examine motions filed with the court to determine compliance with local rules and relevant issues of law and fact.
4. Prepare orders and journal entries
5. Conduct hearings as assigned, draft and submit recommendations to Judge.
6. Conduct pretrials and case management conferences.
7. Develop case management schedules and orders.
8. Participate in staff training and development as requested.
9. Participate in community education activities as assigned.
10. Participate in Court initiatives as assigned.

MINIMUM QUALIFICATIONS AND REQUIREMENTS

1. Licensed to practice law in state of Ohio for at least five (5) years.
2. Good standing with the Ohio Supreme Court.
3. Excellent oral and written communications required. Must submit writing samples.
4. Knowledge of court system and procedure.
5. Familiarity with CSEA and Title IV-D preferred.
6. Proficiency in operating a personal computer and using, or being able to learn, Microsoft Office 365 and Word, Outlook, and Excel, and Westlaw.
7. Ability to prioritize work, work independently without daily direct supervision. Must have good time-management skills, be highly organized and detail-oriented.
8. 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.
9. Ability to maintain sensitive and confidential information.
10. Demonstrated dependability, reliability, and excellent attendance record.
11. Patience, objectivity, maturity, effectiveness under stress, initiative, adaptability, and sound judgment.

BENEFITS

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