



Franklin County Domestic and Juvenile Courts

POSITION TITLE:	Magistrate- Juvenile
IMMEDIATE SUPERVISOR:	Lead Juvenile Magistrate
WORKING HOURS:	Monday- Friday 8am-5 pm
STARTING SALARY:	\$106,163.20 (\$51.04 p/h). Position is subject to 180-day probationary period.
MINIMUM REQUIREMENTS:	Graduate from an accredited law school; possession of a certificate of admission to the Bar of the State of Ohio and eligibility to practice law before the courts of the State of Ohio. Minimum five years of experience practicing law in the area of juvenile law. Able to meet bi-annual Continuing Legal Education requirements to maintain license in good standing, which includes a minimum of 10 judicial college hours.
FLSA:	Exempt

POSITION SUMMARY:

The Juvenile Magistrate conducts trials, hearings, status conferences on all motions and complaints. Issues magistrates' orders/decisions in juvenile delinquency/truancy/unruly/traffic cases and in abuse/neglect/dependency cases. Ensures that cases are disposed of in a timely manner and within Supreme Court Guidelines. Covers duty matters on regularly scheduled days and at other times for the Judges and/or Judge's duty bailiff. Relies on experience and judgment to plan and accomplish goals. Presides over specialty courts as established.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Provides direction and instruction to ensure daily docket management.
2. Collaborate with Lead Juvenile Magistrate on overall supervision of assigned Juvenile Court Officer.
3. Conducts trials, hearings, and status conferences in juvenile court cases, (delinquency, truancy, unruly, traffic, A/N/D) and issues magistrate orders, case management orders, and decisions.
4. Regulates the proceedings of all cases on the docket. Reviews pleadings, assessments, and other documents. Swears-in witnesses, receives evidence, and assesses the credibility of parties and witnesses to each case.
5. Assists Court, FCCS and Counsel with out-of-court requests for ex parte orders, and exceptions requested related to Court-ordered restrictions.
6. Reviews and approves/signs paper or electronic submissions to the court (e.g. pleadings, affidavits, motions).
7. Conducts legal research related to the issue(s) presented in Court hearings. Remains current on statutes, rules, and case law.
8. Ensures that cases are disposed of in a timely manner within Supreme Court guidelines.
9. Reviews monthly activity reports and monitors compliance with Supreme Court

case disposition guidelines. Prepares quarterly reports on status of outstanding decisions and delinquent cases.

10. Serves as duty Magistrate on a regular rotating basis and covers duty matters for the Judges in absence of the Duty Judge.
11. Performs other duties as assigned

SECONDARY RESPONSIBILITIES:

- Reviews and processes electronic requests for time off, timecard changes, and submitted timecard for assigned Juvenile Court Officer.
- Conducts annual performance evaluation on assigned Juvenile Court Officer.
- Educate attorneys on procedural matters
- Responds to public inquiries regarding court proceedings.
- Provides back-up coverage for other dockets when necessary
- Community appearances as requested
- Conducts bond hearings
- Participates in legal and professional organizations, commissions, sub committees, and associations.
- Maintains familiarity with addiction, mental health issues and treatment services available in the community and through Court programming.

CORE COMPETENCIES / KSA'S:

- Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- Knowledge of principles and processes for providing customer and personal services. This includes public needs assessment, meeting quality standards for services, and evaluation of client satisfaction.
- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography, and transcription, designing forms, and other office procedures and terminology.
- Knowledge of court policies and procedures to apply daily in interacting with employees.
- Ability to coordinate multiple services and functions among personnel in high stress or emergency situations.
- Ability to train, schedule, supervise and evaluate the work of direct reports.
- Ability to listen to and understand information and ideas presented through spoken words and sentences.
- Ability to read and understand information and ideas presented in writing.
- Competent on Courtroom technology.

PHYSICAL CONDITIONS AND PHYSICAL REQUIREMENTS:

Physical Activity	0%	1-20%	21-40%	41-60%	61-80%	81-100%
Stand		X				
Walk		X				
Running, jumping/leaping	X					
Sit					X	
Twisting		X				
Use hands to finger, handle or feel						X
Reach with hands and arms			X			
Climb or balance	X					
Stoop, kneel, crouch or crawl	X					
Talk or hear						X

Lifting	0%	1-20%	21-40%	41-60%	61-80%	81-100%
Up to 10 Pounds		x				
Up to 25 Pounds		x				
Up to 50 Pounds	x					
Up to 100 Pounds	x					
More Than 100 Pounds	x					

Working Conditions	0%	1-20%	21-40%	41-60%	61-80%	81-100%
Wet or humid conditions (non-weather)	X					
Work near moving mechanical parts	X					
Work in high, precarious places	X					
Fumes or airborne particles	X					
Toxic or caustic chemicals	X					
Outdoor weather conditions	X					
Extreme cold (non-weather)	X					
Extreme heat (non-weather)	X					
Risk of electric shock	X					
Work with explosives	X					
Vibration	X					
High emotional/stressful situations (tight deadlines, emotional/hostile individuals, emergency situations, dangerous situations)					X	

Vision Requirements	0%	1-20%	21-40%	41-60%	61-80%	81-100%
Close vision (clear vision at 20 inches or less)						X
Distance vision (clear vision at 20 feet or more)						X
Color vision (ability to identify and distinguish colors)			X			
Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)	X					
Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)	X					
Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)						X

Noise	
Very quiet (examples: forest trail, isolation booth for hearing test)	
Quiet (examples: library, private office)	
Moderate noise (examples: business office with computers and printers, light traffic)	X
Loud (examples: metal can manufacturing department, large earth-moving equipment)	X
Very loud (examples: jack hammer work, front row at rock concert)	

The above statements describe the general nature and level of the work being performed and are not an exhaustive list of all responsibilities of an employee in this position. Job duties and functions can change at any time and The Court reserves the right to require other duties as needed without revision to this document.

**It is the policy of The Court to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, gender, age, national origin, disability, marital status, sexual orientation, gender identity, genetic predisposition or carrier status, military or veteran status or any other protected characteristic as established by law. The Court prohibits discrimination and maintains a strict disciplinary policy, up-to and including termination for violations of the EEO policy. **

EMPLOYEE ACKNOWLEDGEMENT:

I, _____, Acknowledge Review of the **Juvenile Magistrate** Job Description.
Employee's Name - PRINT Name Job Title

Employee's Signature Date: _____

Department Deputy Director and/or Supervisor Date: _____

Human Resources Date: _____