

EMPLOYMENT OPPORTUNITY

POSITION TITLE: LEGAL DIRECTOR / ADMINISTRATIVE MAGISTRATE
SALARY: \$134,700.80 annual. (Exempt unclassified)

Qualifications:

Graduate of accredited law school and admitted to the Bar of Ohio with five to seven years of relevant domestic relations and juvenile law experience. Five years or more of court operations management and supervisory experience preferred.

Position Summary:

The Legal Director/Administrative Magistrate is responsible for overseeing the following departments: domestic, juvenile, and custody lead magistrates, court reporter, stenographer, magistrate staff attorney and assignment. Provides legal advice to the Court, prepares resolutions, and forms, and participates in major legal actions; and foresees and protects the Court against legal risks.

Essential Job Functions/Responsibilities:

The essential functions listed are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Provide leadership and direct supervision to senior and mid-level management in the following areas of domestic, juvenile, custody lead magistrate, court reporter, stenographer, assignment, and magistrate staff attorney.

Oversees Court's case management system and responsibilities, assuring timely resolution of all cases for the domestic and juvenile magistrates' dockets. Monitors magistrate cases pending beyond guidelines, manages Court case flow, and advises the Judges on legal and judicial issues.

Tracks legislation, (e.g., reviews Gongwer and Supreme Court daily to identify bills introduced that affect the Court), tracks bills through legislative process, briefs the Court on new legislation, develops and implements forms and procedures required by new legislation, responds to requests for comments on pending legislation.

Drafts Administrative Orders regarding local procedural/legislative changes. Drafts, revises, and publishes the Court's Local Rules.

Oversees Appointed Counsel Lists. Reviews applications for Appointed Counsel and Guardian Ad Litem. Approves and adds attorneys to the appointment list; conducts appointment orientation sessions, answers appointed counsel questions and reviews attorneys' motions for extraordinary fees and makes recommendations. Responds to Complaints regarding appointed counsel. Reviews Attorneys' compliance with requirements to maintain list eligibility annually. Assigns appointed counsel to preliminary hearings. Maintains Local Rules and forms related to appointed counsel.

Performs other duties assigned.

Franklin County Court of Common Pleas
Division of Domestic Relations and Juvenile Branch – Attn: Human Resources
373 South High Street, 4th Floor
Columbus, Ohio 43215

Website: drj.fccourts.org

Fax: 614-525-2230

Posting Period:

Tuesday, September 5, 2023, to Tuesday, September 26, 2023
Application/Resume must be received by Tuesday, September 26, 2023 @ 5:00 p.m.