

09/28/20

POSITION DESCRIPTION

Butler County Common Pleas Court

Probate Division

JOB TITLE:	Senior Magistrate
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FLSA STATUS	Exempt	REPORTS TO	Judge/Court Administrator
EMPLOYMENT STATUS	Full-time	WORK SCHEDULE	40 Hours Per Week
CLASSIFICATION	Unclassified	DEPARTMENT	Hearing Officer

The Butler County Probate Court's mission is to serve the citizens, legal community and each other with loyalty and respect by protecting the personal and/or financial interests of those who are developmentally disabled, incompetent, mentally ill, or minors; overseeing the transfer of wealth and the administration of estates so that legal effect is given to the wishes of the deceased; properly maintaining and preserving the court records for public access and issuing marriage licenses; adjudicating cases and controversies so that justice is administered with neutrality and impartiality, and disputes are resolved as efficiently as possible, while maintaining confidentiality when required; providing legal information to the public, and interpreting the laws of the State of Ohio in matters before the Court, so that public confidence in the Judicial System is promoted.

DISTINGUISHING JOB CHARACTERISTICS

Conducts hearings and makes decisions on all matters referred by the Probate Judge.

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.

- Arrives at work punctually every day.
- Treats co-workers and the public with equality, dignity, and respect.
- Refrains from giving legal advice.
- Compliance with the Code of Judicial Conduct.
- Maintains confidentiality of sensitive information pertaining to this position.
- Attends all staff and other required meetings unless excused by Judge or Court Administrator.
- Works as a strong team member with all court staff.

Primary Duties:

- Completes dockets in an orderly and efficient manner.
- Responsible for ensuring all litigants are present in the courtroom for conferences and hearings.
- Promptly hears and decides all cases referred within the Supreme Court guidelines.
- Makes time to hear citation and pre-trial hearings at the request of other staff members.
- Completes sign offs and case notes in a timely manner.
- Preserves conferences and hearings with FTR Digital Recording System and /or WebEx videoconferencing.
- Monitors the FTR Digital Recording System and WebEx videoconferencing to ensure functionality.
- Files all decisions within thirty (30) days upon the conclusion of the trial.
- Remains current on case law and legislation.
- Performs legal research as required by Judge or demands of the job.
- Assists in drafting and revising court rules as instructed.

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Backup Duties:

The Probate Judge can assign duties to the Magistrate at any time to elevate the efficiency of the Court.

Marginal Duties:

The Probate Judge can assign other duties to the Magistrate.

EQUIPMENT OPERATED

Must be able to competently operate the following equipment: Personal Computer, Printers, Copiers, and Paper Shredders.

CONTACTS WITH OTHERS

Professional interaction with the public, representatives of the legal community, outside agencies, and in-house staff.

CONFIDENTIAL DATA

All court-related files pertaining to mental health and adoption hearings and court filings.

WORKING CONDITIONS

Good office working conditions.

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 employee regularly exhibits digital dexterity when working on the computer. The employee frequently sits for extended periods of time, and occasionally stands and walks. Employee occasionally bends and reaches when retrieving files, and other related tasks. Employee must be able to lift and carry twenty-five (25) pounds as needed. Employee converses verbally with others in-person and by telephone. Employee is required to type decisions, case notes, and Probate Forms. Vision demands include frequent close, relatively detailed vision using a computer screen.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: Probate law and procedure, Ohio Revised Code, general computer operations and applications, PC Software including Microsoft Office Suite, Oracle and PC based hardware.

Ability to: exhibit patience and professionalism in working with the public, court staff, and legal professionals; maintain confidentiality of confidential and sensitive subject matter; maintain effective work relationships with court staff and job contacts; works independently.

Skill in: typing efficiently and accurately; communicating effectively with the public, legal professionals and court staff.

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QUALIFICATIONS

Minimum Requirements: Juris Doctor Degree, Admitted to the Ohio Supreme Court and in Good Standing, current on all CLE requirements, must have a minimum of 5 years of experience as a practicing attorney, **additionally experience in probate law and / or experience as a Probate Magistrate equivalent to 5 years is strongly preferred.**

SALARY

\$75,000 - \$91,000 - Commensurate with experience, qualifications, and salary history

Applicants are required to submit a legal writing sample with their application. A criminal history background check, drug testing, and additional pre-employment testing may be required and will be administered at the Court's expense prior to employment.

Posting Period: September 28, 2020 through October 26, 2020.

Applicants: Resumes may be submitted through email to John E. Newlin, Court Administrator, at newlinje@butlercountyohio.org or they may be sent by mail to:

Butler County Probate Court
Attention: John E. Newlin, Court Administrator
101 High Street, 2nd Floor
Hamilton, Ohio 45011

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.

The provisions of this job description do not constitute a contract, expressed or implies, and any provision contained in this description may be modified or revoked without notice

Revised 2020