

# **APPLICATIONS BEING ACCEPTED**

## **SUMMIT COUNTY COURT OF COMMON PLEAS GENERAL DIVISION**

POSITION:	Special Judicial Attorney Float/Assistant Magistrate
CLASSIFICATION/ SALARY RANGE:	Unclassified/ Exempt \$65,436.80/\$31.46
DURATION OF EMPLOYMENT:	Full-time employment following successful completion of 180-day probationary period; grant funded position through December 31, 2024. First consideration will be given for permanent employment opportunities arising after conclusion of grant-funded position.
JOB DESCRIPTION AND QUALIFICATIONS:	SEE ATTACHMENT
PRE-EMPLOYMENT TESTING REQUIREMENTS:	Criminal Background Check; Social Media; Drug and Alcohol Testing
APPLICATION:	Letter of Interest and Resume must be sent via email in word/pdf format to: <a href="mailto:hr@cpcourt.summitoh.net">hr@cpcourt.summitoh.net</a>
POSTING DATE:	Applications accepted beginning February 10, 2023. Position open until filled.

**AN EQUAL OPPORTUNITY EMPLOYER**

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## CLASSIFICATION SPECIFICATION

### SUMMIT COUNTY COMMON PLEAS COURT

#### An Equal Opportunity Employer

<b>POSITION TITLE:</b>	Special Judicial Attorney Float/Assistant Magistrate	<b>GRADE:</b>	N/A
<b>DEPARTMENT:</b>	Common Pleas Court	<b>CLASSIFICATION:</b>	Exempt Unclassified
<b>REPORTS TO:</b>	Chief Magistrate/Mediation Supervisor	<b>PAGE:</b>	1 of 4

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### **POSITION SUMMARY:**

This is a grant funded position through December 31, 2024. Works under the direction of the Chief Magistrate/Mediation Supervisor, unless specifically assigned to a court for the purposes of providing assistance when a staff member of that court is absent. Job assignments, work standards and performance evaluations will be made by the Chief Magistrate/Mediation Supervisor with input from each judge for which the float judicial attorney has worked during that evaluation period. General duties will include performing research, drafting necessary documents, performing bailiff duties, docket control, and trial management for the judge to which the judicial attorney has been assigned, or for the Chief Magistrate/Mediation Supervisor, or a Visiting Judge if so assigned by the Chief Magistrate/Mediation Supervisor. Performs other related duties as required and may be cross-trained to assist with other departmental duties.

Under the direction of the Chief Magistrate/Mediation Supervisor, work with grant funded projects including but not limited to Online Foreclosure Mediation and Office of Backlog Reduction.

Under the direction of the Chief Magistrate/Mediation Supervisor, provides alternative dispute resolution through settlement conferences in foreclosure cases, including but not limited to completing initial screening of foreclosure cases assigned to the Judicial Attorney Float/Asst. Magistrate, managing docket of foreclosure cases and reviewing and making recommendations on pending foreclosure motions as assigned. Provide additional support to the Chief Magistrate/Mediation Supervisor, as required.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES OF THE POSITION:**

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

1. Performs legal research and writing (either for assigned judge, visiting judge, or Chief Magistrate/Mediation Supervisor); analyzes matters before the court and prepares judgment entries, legal memoranda and orders, or any other appropriate action of the court; examines motions filed with the court to determine relevant issues of law and fact; prepares motions for oral presentation to the assigned judge or Chief Magistrate/Mediation Supervisor; makes recommendations relevant to judgment order on cases; writes orders and journal entries; may prepare jury instructions and open and close court.

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2. Presides over foreclosure cases assigned by the general division judges, conducts settlement conferences with parties and attorneys and assists parties to reach informed and voluntary agreement. Reports results to assigned court.
  3. Schedules and manages docket and trial book (either for assigned judge, Chief Magistrate/Mediation Supervisor or foreclosure docket); sets dates for pre-trials, hearings, trials, discovery cut-off, etc.; processes all motions and notices filed with the court; maintains all records pertaining to intake and disposition of cases; files journal entries; executes orders of magistrate in accordance with court practices and procedures; accesses and updates SCORS (Summit Court Online Record System).
  4. Provides additional support to the Chief Magistrate/Mediation Supervisor, as assigned, including presiding over Civil Protection Order hearings.
  5. Performs related administrative duties as required by Chief Magistrate/Mediation Supervisor (e.g., handles communications with prosecutor, court secretaries, criminal assignment, and other court personnel, answers telephone, opens and sorts mail, retrieves files, delivers typing to secretarial pool, prepares reports, maintains library, files documents with clerk of courts, etc.).
  6. Conducts or assists with pre-trials.

### QUALIFICATION STANDARDS:

**Required Qualifications:** Licensed to practice law in the State of Ohio for at least four (4) years.

**Knowledge, Skills, and Abilities:** Requires the ability to work independently, collaboratively, and efficiently.

Requires superior research, analytical, and writing abilities.

Position requires excellent oral and written communications, interpersonal, negotiation, judgment, leadership, decision-making, analysis, and problem-solving skills.

Ability to manage conflict and effectively handle difficult people and conversations.

The ability to communicate effectively, both verbally and in writing, to establish positive public relations and to interact effectively with judges, attorneys, supervisors, co-workers, and the public.

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Requires the ability to produce work within a deadline. Ability to meet multiple deadlines and deal with shifting priorities.

Knowledge of and skills with Microsoft platform.

Requires alertness, concentration, and attention to detail to ensure accuracy when typing, filing, proofreading, and replying to inquiries.

**Physical  
Ability:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is regularly required to use hands and fingers to feel objects, tools or controls and to talk or hear. The employee frequently is required to sit.

The employee is occasionally requested to stand and/or walk and reach with hands. The employee must occasionally lift and/or move up to 10 pounds.

**Position  
Type/Expected  
Hours of  
Work:**

This is a full-time position, and regular hours of work and days are Monday through Friday 8:00 a.m. – 4:00 p.m.; however, this position may require some evening and weekend work.

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**ACKNOWLEDGEMENT**

I have read this job description and fully understand the requirements set forth herein. I will perform all requirements, duties and responsibilities as set forth and to the best of my abilities.

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Special Judicial Attorney Float/Assistant Magistrate Date

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Administrative Judge Date