

# **APPLICATIONS BEING ACCEPTED**

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

POSITION:	Mediator-Assistant Magistrate
CLASSIFICATION/ SALARY RANGE:	Unclassified/Exempt \$67,683.20 Minimum \$81,848.00 Midpoint \$96,096.00 Maximum
DURATION OF EMPLOYMENT:	Full-time employment following successful completion of 180-day probationary period
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 August 4, 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>	Mediator/Assistant Magistrate	<b>GRADE:</b>	35
<b>DEPARTMENT:</b>	Common Pleas Court	<b>CLASSIFICATION:</b>	Exempt Unclassified
<b>REPORTS TO:</b>	Chief Magistrate/Mediation Supervisor	<b>PAGE:</b>	1 of 3

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### **POSITION SUMMARY:**

Under direction of Chief Magistrate/Mediation Supervisor, provides dispute resolution through mediation of civil cases, reports results to Court, manages docket of assigned cases, and participates in evaluation and updating of mediation program.

Under direction of Chief Magistrate/Mediation Supervisor, presides over criminal arraignments and civil cases assigned by the general division judges; researches and analyzes matters before the court, writes magistrate's decisions and orders; manages docket of assigned cases. Perform other related duties as required and may be cross-trained to assist with other departmental duties.

### **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. Presides over civil and criminal matters assigned by general division judges (e.g., bench trials, oral hearings, pre-trials, status and settlement conferences, motion hearings and occasional jury trials, criminal arraignments, Civil Protection Order hearings (CPO); Certificate for Qualification of Employment petitions (CQE); presides over jury selection in civil cases, all pursuant to Civ.R. 53 and Crim. Rule 19 and Local Rule 18).
2. Writes magistrate's decisions, rules on motions, and makes orders; manages docket for assigned cases (e.g., sets dates, processes motions, etc.). Researches and analyzes matters before the court and related issues; provides assistance to court executive on legal matters.
3. Assist Chief Magistrate/Mediation Supervisor to set goals and objectives for the mediation department, and conduct other long range plans for the mediation department.
4. Assist Chief Magistrate/Mediation Supervisor to set goals and objectives for the mediators and conducts other long range plans for the mediation department.
5. Conducts mediation conferences as assigned to the mediation department by the general division judges; report results to Court; manage docket for cases referred to the mediation department.
6. Conducts or assists with pre-trials.
7. Participates in evaluation of mediation program; recommend and implement program modifications or improvements as approved by the general division judges.

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### QUALIFICATION STANDARDS:

**Required Qualifications:** Licensed to practice law in the State of Ohio. Completion of eight (8) years experience in the practice of law, management ability and relevant experience.

**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.

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.

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**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.