



Hamilton County, Ohio
Municipal Court
Job Opportunity
An Equal Opportunity Employer

Posting Number: 43-57
Date Posted: January 6, 2021
Deadline to Apply: January 20, 2021

POSITION: Magistrate

DEPARTMENT: Hamilton County Municipal Court
LOCATION: Hamilton County Courthouse, 1000 Main Street, Cincinnati, OH 45202
WORK HOURS: 70 hours biweekly (full-time)
FLSA STATUS: Salaried/Exempt
SALARY: \$67,376 - \$95,862 annually

Listed below are the QUALIFICATIONS for the position:

Must be an attorney at law with a minimum of four (4) years of experience in the practice of law. Must be admitted to practice law in the State of Ohio. Experience practicing law in Hamilton County is preferred.

Listed below is a summary of the JOB DUTIES:

This is highly responsible professional legal work involving the performance of administrative and judicial duties pursuant to Civil Rule 53, Traffic Rule 14, Criminal Rule 19 and the Supreme Court Rules of Superintendence. Work involves hearing and ruling on various types of cases under the supervision of the Court. Presides over particular sessions in the Municipal Court, including but not limited to traffic, small claims, evictions, proceedings in aid, criminal arraignment and defaults. Prepares reports to the judge pursuant to Civil Rule 53, based upon the evidence and findings of fact. Researches legal questions as requested by judges or the Court Administrator. Oversees discovery and other pretrial matters to ensure the progress of case preparation for trial. Schedules hearings as necessary. Performs related work as required.

Listed below are the SPECIAL CONDITIONS for the position:

The Magistrate, for the purposes of the Code of Judicial Conduct, is designated by the Municipal Court as a "Full-time Judge" as defined in Division (A) of the Compliance Section of the Code of Judicial Conduct and shall adhere to the provisions of the Code of Judicial Conduct as they apply thereto. The Magistrate may not have a private practice.

HOW TO APPLY FOR THE POSITION:

Please submit a cover letter, resume, and writing sample via e-mail, fax or mail.

E-mail: HRCourt@cms.hamilton-co.org
Fax: (513) 946-5809
Mail: Hamilton County Courthouse
ATTN: Krista Ventre
1000 Main Street, Room 410
Cincinnati, OH 45202