



Hamilton County, Ohio
Court of Common Pleas
Job Opportunity
An Equal Opportunity Employer

Posting Number: 42-65
Date Posted: June 4, 2024
Deadline to Apply: Open Until Filled

POSITION: Magistrate, Court of Common Pleas

DEPARTMENT: Hamilton County Court of Common Pleas
LOCATION: 1000 Main Street, Cincinnati, OH 45202
WORK HOURS: Full-time; 70 hours bi-weekly (*Normal work hours are 8:00 a.m. - 4:00 p.m., Monday – Friday; however, the position may require some work beyond normal hours.*)
FLSA STATUS: Salaried/ Exempt
SALARY: \$103,812 – 151,570 Annually

Highly Competitive Employee [Benefits Package](#) and Generous Paid Time Off

Listed below are the **QUALIFICATIONS** for the position:

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

Special Conditions

As a lawyer who is authorized to perform judicial functions within the Court, the Magistrate is a “full-time judge” within the meaning of the Ohio Code of Judicial Conduct. The Magistrate shall adhere to the Ohio Code of Judicial Conduct, including but not limited to, the prohibition against the practice of law found in Rule 3.10.

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, 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.

Essential Functions

- Presides over particular sessions in the Court of Common Pleas, including but not limited to, foreclosure actions, case management, motions for summary judgment, motions for excess funds, judgment debtor exams, and civil protection orders.
- Writes Magistrate’s Decisions or Orders in referred matters as required by Civil Rule 53 and Civil Rule 65.1.
- Pursuant to reference under Civil Rule 53, conducts trials and rules on motions.
- Provides information to the Judges as to the progress and finality of cases.
- Maintains systems approving default judgments.
- Prepares monthly reports to Common Pleas Judges setting forth the status of all referred cases.
- Performs advanced research on legal questions and issues.
- Adheres to the provisions of the Ohio Code of Judicial Conduct.

Marginal Functions

- Schedules hearings as necessary.
- Performs related work as required.

Knowledge, Skills and Abilities

- Knowledge of both substantive and procedural law.
- Knowledge of state laws, established precedents and sources of legal reference.
- Ability to practically apply the law in the area of assignment.
- Ability to research complicated legal issues.
- Ability to maintain a judicial temperament and fairly and evenly render judicial decisions.
- Ability to effectively and civilly deal with pro se litigants, attorneys, witnesses, and courtroom staff.
- Ability to apply legal principles, specialized knowledge, and logical thinking to individual cases and problems.
- Ability to communicate effectively with diverse litigants.
- Ability to decisively decide an issue and render judgment in an efficient manner.
- Ability to read, analyze and interpret complex legal documents.
- Ability to present material clearly in written and oral form.
- Ability to operate standard office equipment including computer, copier, calculator, and fax machine.

Working Conditions

Moderate noise in business office and courtroom setting.

Physical Demands

- Work involves a significant amount of standing, walking, sitting, talking, listening, stooping, crouching and reaching with hands and arms.
- Must be able to transfer up to 20 pounds.
- Ability to sit continuously on the bench for periods of up to two hours.
- Ability to reach into file drawers in standard four-drawer filing cabinets.
- Visual ability sufficient to effectively operate a copier, fax machine and a computer terminal, and to read reports, correspondence and instructions.
- Hearing ability sufficient to converse with other individuals, both in person and by telephone, and to hear recordings on transcription devices.
- Speaking ability sufficient to communicate effectively with other individuals in person and by telephone.
- Ability to read and prepare reports with recommendations.
- Ability to assess the credibility of witnesses by keen observation.

Communications

Conveys and receives information in person and over the telephone, as well as by automated means.

HOW TO APPLY FOR THE POSITION:

Please send a cover letter, resume, and writing sample by 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