

**Clermont County Common Pleas Court- General Division
Mediator/Magistrate**

Posting Start Date: May 15, 2024

Posting End Date: Open until filled

Schedule: Monday – Friday 8:00am – 4:30pm (40 hrs/week)

Salary: \$75,000- \$95,000 annually plus benefits

The Clermont County Common Pleas Court is accepting immediate applications for the full-time position of Court Mediator/Magistrate.

QUALIFICATIONS

A law degree and admission to practice in the State of Ohio. Minimum of four years in the practice of law as required by Ohio Rule of Civil Procedure 53. Minimum of two years of mediation experience and minimum two years of experience in civil litigation. Applicants also must comply with all requirements under Rules 16.22 and 16.23 of the Rules of Superintendence for the Courts of Ohio.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

Mediation responsibilities include mediating civil lawsuits, supervising the mediation program, maintaining documentation relevant to the program, observing the strictest confidentiality and working with the Judges to develop and maintain the quality of the program. Responsible for coordinating the scheduling and implementation of the mediation process of cases before the Court. Drafts and oversees the submission of judgment entries resulting from successful mediation. Works with administrative staff on the further scheduling of cases unsuccessfully mediated.

Magistrate responsibilities include presiding over civil matters referred by the Judges, including collection actions, defaults, court trials and civil stalking protection order hearings. Ability to conduct legal research and draft written decisions and judgment entries at the request of the Judges.

LANGUAGE SKILLS

Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to communicate effectively before groups of attorneys, clients, court representatives and/or employee organizations.

OTHER SKILLS AND ABILITIES

Position requires excellent interpersonal skills to maintain relations and interactions with general public. Position also requires working with full access to reports, records, plans and programs where the utmost integrity and trust is required to safeguard confidentiality. Ability to learn and adjust to new court software and interfaces including e-filing.

TO APPLY

Please send a cover letter, resume and writing samples by e-mail or mail to:

Diana Owens, Court Administrator
Clermont County Common Pleas Court
270 E. Main Street
Batavia, Ohio 45103
dowens@clermontcountyohio.gov