

POSITION DESCRIPTION

Clermont Municipal Court

Revised: 3-2025

CLASSIFICATION TITLE:	Magistrate
-----------------------	------------

FLSA STATUS	Exempt	EMPLOYMENT STATUS	Full-time
EXEMPTION TYPE	N/A	REPORTS TO	Administrative Judge
CIVIL SERVICE STATUS	Unclassified	WORK SCHEDULE	~40 hours per week

MINIMUM QUALIFICATIONS

The Magistrate must possess a Law Degree with a minimum of four years in the practice of law. The Magistrate must be admitted to practice law in the State of Ohio and in good standing at time of application.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to satisfactorily perform each essential duty listed below, with or without reasonable accommodation:

1. Civil:

- Preside over civil cases filed in Municipal Court. Presides over all pretrial conferences, hearings, trials, and post-judgment hearings. Ensures all civil cases disposed of within Supreme Court time guidelines
- Rules on all motions filed in civil cases
- Presides on petitions for driving privileges on non-compliance and 12-point suspensions
- Presides over motions to enter a fee payment plan with driving privileges
- Reviews default judgment motions filed in the court prior to judge's signature.
- Issues Orders on behalf of the court for revivors and judgment debtors examinations / show cause hearings
- Research and drafts memoranda of law on civil issues when requested by the judges

2. Criminal:

- Presides over arraignment dockets
- Presides over bond hearing dockets
- Presides over compliance docket, plea and trial setting docket, minor misdemeanor trial docket and preliminary hearing dockets as needed
- Presides over motions to expunge or seal criminal records

3. Administrative

- Maintain and update local rules of court

4. Ethics

- Responsible for adhering to the Ohio Rules of Professional Conduct and Ohio Code of Judicial Conduct

- Responsible for adhering to the Public Employee Ethical Code, codified in Ohio Revised Code Chapter 102

5. Other Duties & Responsibilities:

- Perform duties of co-workers as the workload dictates in order to maintain the standards and integrity of the Court
- Perform any other matters as assigned by Judge. This Position serves at the pleasure of the Judges

KNOWLEDGE, ABILITY, AND SKILLS REQUIRED

Must Have or Develop Knowledge of:

- Rules of Civil and Trial procedure, Rules of Evidence, Ohio Rules of Professional Conduct, and Ohio Rules of Judicial Conduct
- Applicable procedures and practices of the Municipal Court, including familiarity with the Local Rules of Practice; the Court's personnel policies; and proper courtroom etiquette
- Basic computer and office equipment skills

Must Have or Develop Ability to:

- Conduct trials and hearings. Interpret statutes and case law relating to civil, traffic, and criminal cases
- Communicate with attorneys, the general public, employees and Court officials in an effective and courteous manner
- Work under pressure and maintain composure in dealing with potentially irate and hostile litigants
- Accept constructive criticism and direction
- Must be professional at all times and work cooperatively with all other departments within the Court and persons from other courts, agencies and providers
- Maintain regular attendance, proper dress and a positive attitude
- Treat litigants and counsel with respect and dignity

Must Have or Develop Skill in:

- Communicating with staff and others, both orally and in written form
- Operating basic office machines, operations of Windows based computer system, and courteous telephone etiquette
- Completing tasks timely and free from excessive and/or recurring mistakes

PHYSICAL DEMANDS

The following physical demands are typically exhibited by position incumbents performing this job's essential duties and responsibilities. These physical demands are not and should not be construed to be job qualification standards, but are illustrated to help the employer, employee and/or applicant identify tasks that are required by the job, with or without reasonable accommodation.

While performing duties of this job, the Magistrate walks for long distances, sits and stands for extended periods of time, and can sometimes be required to lift heavy objects (more than 25 lbs).

LICENSURE OR CERTIFICATION REQUIREMENTS

Must obtain 40 credit hours of continuing legal education (CLE) every two years. Ten (10) of these hours must be Judicial College credits and three (3) must be Judicial Conduct credits. New Magistrates must complete orientation with the Ohio Supreme Court within 12 months of appointment.

IMPORTANT QUALITIES

- | | | |
|-------------------------|--------------------------------------|---|
| 1. Honesty | 7. Attention to detail | 14. Ability to work closely with others |
| 2. Leadership | 8. Poise | 15. Ability to work independently |
| 3. Speaking skills | 9. Dependability | 16. Ability to follow rules strictly |
| 4. Initiative | 10. Thoroughness | 17. Perseverance |
| 5. Enthusiasm | 11. Ability to work under pressure | |
| 6. Pleasant disposition | 12. Presentable appearance | |
| | 13. Ability to get along with others | |

Salary negotiable based upon experience.

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee filling this position, who will be required to follow instructions and perform any duties required by the employee's supervisor or designee.