

# Staff Attorney/Magistrate

Salary  
See Position Description  
Location  
Delaware, OH  
Job Type  
Full-Time  
Job Number  
2400880  
Department  
Common Pleas Court  
Division  
General Division  
Opening Date  
09/11/2024  
FLSA  
Exempt  
Bargaining Unit  
N/A

• DESCRIPTION  
• BENEFITS  
Objectives

This position presides at some courtroom hearings and trials, performs legal research, and drafts decisions for the judge. The position is responsible for managing the civil case docket. The position reports to the common-pleas judge.

## Job Standards

The position requires the employee to hold a Juris Doctorate degree. The person in this position must be – and have been for at least five years – a member in good standing of the bar of the highest court of a state and must currently be licensed to practice law in the State of Ohio. The employee must have been engaged in

the active practice of law for at least five years. The employee must comply with registration requirements and continuing-education requirements set for Ohio magistrates.

The employee must possess a valid Ohio Driver's license and an acceptable driving record. All required licenses and certificates must be maintained as a condition of continued employment.

### Essential Functions

- Conducts legal research;
- Reads and analyzes judicial decisions, laws, regulations, rules, and other sources of information;
- Determines whether parties in civil cases have complied with the law and court rules and whether motions and other requests should be granted or denied;
- Drafts court decisions and judgment entries;
- Assists civil litigants in resolving discovery disputes and scheduling concerns, typically by phone or email, sometimes in person;
- Sets deadlines for civil discovery and motions;
- Schedules trials and other events in civil cases;
- Tracks progress of civil cases to ensure that motions are being resolved promptly and that cases are being resolved within appropriate time guidelines;
- Presides at some hearings as permitted by Ohio's criminal and civil rules;
- Proposes and drafts appropriate changes to the court's local rules;
- Communicates with parties in civil cases concerning draft orders and proposed settlements;
- Performs some typing, word processing, and related computer operations;
- Faxes, copies, scans, and emails documents and other information;
- Provides day-to-day supervision of the judge's law clerk or extern, if applicable;

- Assigns some clerical work to the court's administrative support staff;
- Adds documents to the judge's Smart Bench folder for review and possible signature, and then handles electronically signed documents or those that need administrative attention; and
- Performs other related duties as required and assigned.

### Supplemental Information

Complete job description is available on the [Class Specifications](#) page.

Equal Opportunity Employer  
M/F/D/V

Full job descriptions are available on the [Class Specifications](#) page.

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