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## MAGISTRATE

APPLY

POSITION DESCRIPTION  
Clermont Municipal Court

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