

- Location
373 S. High Street, Columbus, OH, 43215, United States
Base Pay
\$116,696.53 / Year
Job Category
Attorney
Employee Type
FT-Exempt
Required Degree
Doctorate
Manage Others
Yes
Minimum Experience
5 Years

Description

1. Responsible for the overall supervision, and management of the assigned Court Officer to include reviewing and processing electronic requests for time off, timecard changes, timecard approval and submission, disciplinary issues, and performance evaluations.
2. Provides direction and instruction to ensure daily docket management.
3. Conducts trials, hearings, and status conferences in juvenile court cases, (delinquency, truancy, unruly, traffic, A/N/D) and issues magistrate orders, case management orders, and decisions.
4. Regulates the proceedings of all cases on the docket. Reviews pleadings, assessments, and other documents. Swears-in witnesses, receives evidence, and assesses the credibility of parties and witnesses to each case.
5. Assists Court, FCCS and Counsel with out-of-court requests for ex parte orders, and exceptions requested related to Court-ordered restrictions.
6. Reviews and approves/signs paper or electronic submissions to the court (e.g. pleadings, affidavits, motions).

7. Conducts legal research related to the issue(s) presented in Court hearings. Remains current on statutes, rules, and case law.
8. Ensures that cases are disposed of in a timely manner within Supreme Court guidelines.
9. Reviews monthly activity reports and monitors compliance with Supreme Court case disposition guidelines. Prepares quarterly reports on status of outstanding decisions and delinquent cases.
10. Serves as duty Magistrate on a regular rotating basis and covers duty matters for the Judges in absence of the Duty Judge.
11. Performs other duties as assigned.

Requirements

- Graduate from an accredited law school; possession of a certificate of admission to the Bar of the State of Ohio and eligibility to practice law before the courts of the State of Ohio.
- Minimum of five years' experience practicing law in the area of domestic relations.
- Able to meet bi-annual Continuing Legal Education requirements to maintain license in good standing, which includes a minimum of 10 judicial college hours and a total of 40 hours of continuing legal education.

****It is the policy of The Court to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, gender, age, national origin, disability, marital status, sexual orientation, gender identity, genetic predisposition or carrier status, military or veteran status or any other protected characteristic as established by law. The Court prohibits discrimination and maintains a strict disciplinary policy, up-to and including termination for violations of the EEO policy.****

Summary

The Juvenile Magistrate conducts trials, hearings, status conferences on all motions and complaints. Issues magistrates' orders/decisions in juvenile delinquency/truancy/unruly/traffic cases and in abuse/neglect/dependency cases. Supervises assigned Court Officer. Ensures that cases are disposed of in a timely manner and within Supreme Court Guidelines. Covers duty matters on regularly scheduled days and at other times for the Judges and/or Judge's duty bailiff. Relies on experience and judgment to plan and accomplish goals. Presides over specialty courts as established.

Applications for this posting will be accepted until 11:59 PM on 9/30/2026.