



Position Description

Position Title: **Municipal Court Magistrate**
Department: Administration

Reporting Relationships

Position Reports to (Title): Mayor
Direct reports by Title: 0
of Direct: 0
of Indirect: 0 FT
0 PT

Classification

This position is contracted by Council resolution. Salary, either by retainer or hourly basis, is established by contract. Hours are determined per the needs of the Mayor's Court calendar as established by the court clerk at the beginning of the fiscal year.

Position Function

Under direction of the Mayor, the Magistrate conducts court proceedings over prosecution of cases before the Mayor's Court.

Job Responsibilities

1. Preside over traffic and criminal arraignments, including advising defendants of their rights and potential penalties; take guilty, no contest, and not guilty pleas; and recommend appropriate fines, costs, and fees.
2. Preside over criminal, and traffic trials and render decisions.
3. Ensure that all Court proceedings are recorded.
4. Review motions.
5. Keep order in the courtroom.
6. Determine if contempt has occurred.
7. Review driving privilege requests.
8. Answer questions from the public, Court staff, and Mayor's Court Clerk's office.
9. Ensure timely recommendations and decisions are issued on cases.

10. Prepare orders for release and/or disposal of physical evidence upon expiration of appeal period.

Ability to:

- Promote and adhere to the vision, mission, core principles, and values of the Golf Manor Mayor's Court.
- Foster an inclusive and culturally competent work environment.
- Promote, adhere to, and comply with Court policies and procedures.
- Contribute to a strong, supportive, and productive team environment.
- Knowledge of substantive and procedural law.
- Knowledge of Village Ordinances, Ohio Revised Code, criminal, and traffic law, established case law precedents, and sources of legal reference.
- Knowledge and understanding of court policies and procedures.
- Ability to read, research, analyze, and interpret complex legal documents and issues, and to apply the law.
- Ability to use LEXIS or Westlaw and other online legal resources.
- Ability to maintain judicial objectivity and fairly render decisions.
- Ability to apply legal principles, specialized knowledge, and logical analysis to individual cases and problems.
- Efficiently render and issue judgments in a timely manner.
- Independent judgment and experience working with the public.
- Ability to effectively and civilly deal with pro se litigants, defendants, attorneys, witnesses, Court staff, and the public and to defuse volatile situations.
- Knowledge of the Village mission statement.
- Ability to meet the legal qualifications and education requirements for a magistrate.
- Ability to file annual financial disclosure statement with the Ohio Supreme Court.
- Experience practicing law in a municipal court (within Hamilton County preferred).
- Honesty, patience, objectivity, maturity, initiative, adaptability, and effectiveness under stress.
- Independent judgment and experience working with the public.
- Professional conduct and attire.

Required Skills

Occupational/Technical: Strong understanding and execution of communication in both spoken and written forms.

Administrative: Strong administration, organization and time management skills along with ability to work independently, set goals and meet set deadlines.

Communication & Interpersonal: Strong written and verbal communication skills. Ability to communicate and interact effectively at all levels including with residents, business owners, the general public, supervisors, peers, co-workers, elected officials and subordinates.

Leadership: Strong ability to be self-paced, supervise, critique and provide feedback and solutions to clients. Ability to apply proactive management skills to varied and diverse situations.

Customer Service: Ability to support, implement, evaluate and adjust to positive customer service principles as defined by the Village mission statement.

Description of Working Conditions

- Primary on-site work is located at 6450 Wiehe Road.
- Duties are performed indoors in an office environment with frequent public contact. Local travel on behalf of the Village may be required to attend public meetings, training, visit vendors or participate in Village-conducted community events.
- Due to the nature of this position, evening and weekend hours may be required.

Physical Requirements

Walking, sitting, standing, bending, lifting up to 25 pounds and reaching as required with ability to function on-site, in an office environment. Exposure to adverse weather conditions is minimal.

Special Licensing Requirements:

Must be admitted and licensed by the State Bar of Ohio.

Experience and/or Educational Requirements

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- **Education:** Doctor of Jurisprudence Degree from an accredited law school.
- **Experience:** A minimum of 10 years of increasing responsibility combined with administrative experience, preferably in a local government, municipal or related setting. Admitted to the State Bar of Ohio.

The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This Position Description is intended to identify and illustrate the kinds of duties that may be assigned to its incumbents. It should not be interpreted as describing all of the duties that may ever be required of such an employee, or be used to limit the nature and extent of assignments such individuals may be given.