

NOTICE OF JOB OPPORTUNITY

DATE POSTED: AUGUST 12, 2013

DATE CLOSED: SEPTEMBER 13, 2013

POSITION: MAGISTRATE

DEPARTMENT: LICKING COUNTY DOMESTIC RELATIONS COURT

MINIMUM QUALIFICATIONS:

Must have a law degree and licensed to practice law in the State of Ohio and in good standing at time of application for position with four years experience as an attorney.

Strong research, writing and communication skills.

ADDITIONAL QUALIFICATIONS (DEPARTMENT QUALIFICATIONS):

1. Knowledge of Domestic Court Procedures, child support regulations relating to the setting, modification and termination of child and medical support orders; Rules of Civil and Trial Procedure, Rules of Evidence, Ohio Rules of Professional Conduct, Judicial Canons; laws regarding property division, child and spousal support, contempt and interpretation of decrees, agreements and previous decisions
2. Be familiar with courtroom procedures. Conduct trials and hearings, interpret statutory and case law relating to property division and all other domestic relations matters. 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.
3. Ability to work independently and collaboratively and establish good working relationship with co-workers.
4. Ability to operate basic office machines, operations of Windows based computer system.

HOURS; 8:00 AM to 4:30 PM (Full-time)

SALARY: \$55,000-\$60,000

DUTIES:

Conduct trials and motion hearings pursuant to Civil Rule 53.
Rule on objections and motions
Research legal issues
Evaluate evidence and apply it to the relevant law
Evaluate pleadings, motions and other filings
Prepare decisions, orders and entries
Other duties as assigned

BENEFITS

Ohio Public Employees Retirement System (OPERS)
Deferred Compensation Program Available
Standard Licking County Health Insurance Plan and benefits

APPLICATION PROCEDURES:

Submit Resume and cover letter to the attention of Marsha Cave, Court Administrator,
Licking County Domestic Relations Court, 75 E. Main Street, Newark, Ohio 43055

Successful candidates will be subject to the Licking County's pre-employment drug screen

ADDITIONAL INFORMATION

Applicant must be able to begin the position on January 2, 2014
Employees of the Court are at-will employees and serve at the pleasure of the Court;
employees are not in the classified civil service system and are not members of
bargaining units. The Court is an Equal Opportunity Employer and does not discriminate
on the basis of age, gender, religion, race, color, national origin, ancestry, sexual
orientation, or disability. Position is subject to a 90-day probation period.

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER