

DAYTON MUNICIPAL COURT

301 W. Third St.

Dayton, OH 45402

937-333-4338

An Equal Opportunity Employer

EMPLOYMENT OPPORTUNITY

JOB TITLE: COURT STAFF ATTORNEY AND MAGISTRATE
DEPARTMENT: Judicial Office
HOURS: Full time, 8:00 a.m. – 4:30 p.m. Monday thru Friday
POSTED: December 5, 2024
DEADLINE: December 23, 2024

GRADE: 17

SALARY RANGE: \$90,708 — \$126,361

Compensation starts at the entry level, unless otherwise negotiated, with the potential for salary advancement after the probationary period is completed.

REPORT TO: Judges

NATURE OF WORK: The Court Staff Attorney is responsible for conducting advanced legal research and preparing legal memoranda for the Judges, Magistrates, and management of the court on administrative, substantive, and procedural legal matters.

Coordinates and arranges the Court's electronic legal research platforms, hard copy books, and legal materials. Advises the Judges of legislative and rule changes, and of new case law. Prepares new and revised Dayton Municipal Court Rules as directed by the Judges. Assists the Judges and their paralegals with jury instructions. Prepares and revises Court manuals, forms, and entries under the supervision of the Judges. Assists with preparing certification documents, entries, forms, and other materials for specialized dockets. Acts as a liaison between the Judges and Court staff, attorneys, case parties, other courts, government entities, and the public on legal issues impacting the Court.

Performs any other duties directed by the Judges in accordance with the Criminal, Traffic, and Civil Rules, and the Rules of Superintendence for the Courts.

ESSENTIAL DUTIES:

- 1) Perform basic and advance legal research and analysis for the Judges and Magistrates on criminal, traffic, and civil cases.
- 2) Assist Judges and Magistrates by reviewing case files, exhibits, testimony, and other evidence, conducting legal research, and preparing memoranda recommending actions in cases.

- 3) Monitor and stay current on proposed and newly enacted legislation by the Ohio General Assembly and rules of practice and procedure promulgated by the Ohio Supreme Court, and provide updates to the Judges, Magistrates, and Court Administrator. Provide analysis of the impact on the Court.
- 4) Monitor cases and review opinions by the Ohio Supreme Court and Second District Court of Appeals and provides updates to the court on changes in relevant case law.
- 5) Manage the process for adopting new rules and updating the court's local rules of practice and procedure, including drafting, preparing, revising, and publishing the Dayton Municipal Court Rules as directed by the Judges. Maintain historical records of all rules, orders.
- 6) Prepare and revise administrative and other Court orders as directed by the Judges.
- 7) Review contracts, grants, and other agreements before submitting to City of Dayton Law Department.
- 8) Create and revise Court administrative manuals and Court forms, as directed by the Court Administrator and Judges.
- 9) Assist the Judges and their staff with Competency, Sex Offender, Sealing of Record, Intervention in Lieu of Conviction (ILC), Contempt, and NCIC-95 issues and entries.
- 10) Review bankruptcy documents and forms related to Court cases and prepare notices, forms, and entries as directed by the Judges.
- 11) Act as a liaison between the Judges and Court staff, the Clerk's Office, attorneys, parties to a case, other courts, government entities, and the public.
- 12) Assist Specialized Docket and other Court specialized or intensive programs with certification, procedures, manuals, rules, entries, forms, etc.
- 13) Monitor, review, and submit all original legal actions filed against judges and court staff to the City of Dayton Law Department and/or outside counsel. Provide assistance and coordinate a response to the actions with the City of Dayton Law Department and/or outside counsel.
- 14) Receive, monitor, and prepare timely response to all public records requests to the court. Work with the Court Administrator to gather the requested materials.
- 15) Provide drafting, review, proofreading and editing of manuals, forms, documents, letters, and other written materials for the Judges, Magistrates, and Court Administrator.

OTHER DUTIES:

- 1) Perform, when necessary, the duties of the Magistrate in his/her absence. Limited to presiding over traffic and criminal arraignments, including advising defendants of their rights and potential penalties; taking guilty, no contest, and not guilty pleas; and recommending fines, costs, and fees. Review Motions for Temporary Protection Orders (TPO) and conducting hearings for the Motions, when requested. In situations of unexpected emergency, may preside over the Courtroom 1B trial docket.
- 2) Assist with the preparation of training materials for the Acting Judges and Acting Magistrates.
- 3) Attend seminars or training on issues impacting the Court.
- 4) Supervise legal interns and externs under the direction of the Judges.
- 5) Assist the Judges' Paralegals in using LEXIS, Westlaw, and other legal research sites and materials.

POSITION(S) SUPERVISED: None

PHYSICAL DEMANDS: Sitting for long periods of time. Lifting and carrying case files weighing up to 20 pounds. Frequently walking to other locations in the Courthouse, which may require using the stairs. Contact with defendants and the public.

KNOWLEDGE AND SKILLS:

- 1) Knowledge and understanding of court policies and procedures.
- 2) Knowledge of criminal, traffic, and civil laws, rules, and procedures.
- 3) Knowledge of Ohio Revised Code, civil, criminal, and traffic law, established case law precedents, and sources of legal reference.
- 4) Ability to apply legal principles, specialized knowledge, and logical analysis to individual cases and issues.
- 5) Ability to read, research, analyze, and interpret complex legal documents and issues, and apply the law.
- 6) Ability to conduct legal research through LEXIS, Westlaw, and other online resources.
- 7) Ability to do legal analysis and writing.
- 8) Ability to prepare instructions for jury cases.
- 9) Ability to search for and summarize legislative and rule changes, and to create or revise forms.
- 10) Ability to prepare, revise, and publish the Dayton Municipal Court Rules as directed by the Judges.
- 11) Ability to prepare and revise administrative and other Court orders as directed by the Judges.
- 12) Ability to create and revise Court administrative manuals and Court forms as directed by the Court Administrator and Judges.
- 13) Computer, word-processing, and office skills, including accurate keyboarding, use of Microsoft Word/Office, Excel, PowerPoint, etc.
- 14) Written and oral communication skills, including accurate spelling and grammar.
- 15) Organizational, case, and time management, as well as problem- solving skills.
- 16) Ability to work with minimal supervision.

MINIMUM EDUCATION AND QUALIFICATIONS:

Juris Doctor Degree and licensed to practice law in Ohio with minimum of four (4) years' experience in practicing law, plus:

- 1) Ability to meet the legal qualifications and education requirements for a Magistrate.
- 2) Ability to file annual financial disclosure statement with the Ohio Supreme Court, if required.
- 3) Experience practicing law in a municipal court (within Montgomery County preferred).
- 4) Honesty, patience, objectivity, maturity, initiative, adaptability, and effectiveness under stress.
- 5) Ability to complete Court security and Active Shooter training.
- 6) Professional conduct and attire.

CANDIDATES AND EMPLOYEES ARE SUBJECT TO BACKGROUND CHECKS AND DRUG TESTING.

AT-WILL EMPLOYMENT.

EMPLOYEES OF THE COURT ARE AT-WILL EMPLOYEES AND SERVE AT THE PLEASURE OF THE COURT.

APPLICATION PROCESS

Please submit a resume with a cover letter and two professional letters of reference on or before December 23, 2024, by 4:00 p.m. to Ann.Murray@daytonohio.gov or by mail to:

**Ann Marie Murray
Court Administrator
Dayton Municipal Court
301 W. Third St., Room 365
Dayton, OH 45402**