

DAYTON MUNICIPAL COURT

301 W. Third St.

Dayton, OH 45402

937-333-4338

An Equal Opportunity Employer

EMPLOYMENT OPPORTUNITY

JOB TITLE: MAGISTRATE
DEPARTMENT: JUDICIAL OFFICE
HOURS: Full time, 8:00 a.m. – 4:30 p.m. Monday thru Friday
POSTED: October 11, 2022
DEADLINE: **December 30, 2022**

ANTICIPATED START DATE: February 1, 2023

SALARY RANGE: \$65,000 — \$98,000

Compensation starts at the entry level, unless otherwise negotiated, with the potential to advance after the probationary period is completed.

REPORT TO: Court Administrator and the Judges

NATURE OF WORK: Preside over traffic and criminal arraignments and trials and render decisions. Review temporary protection order (TPO) and driving privilege requests and determine eligibility for the Traffic Safety Program. Hear small claims and civil cases, including civil cases referred by the Judges, and render decisions. Perform any other duties directed by the Judges in accordance with the Criminal, Traffic, and Civil Rules.

ESSENTIAL PRINCIPLES:

- 1) Promote and adhere to the vision, mission, core principles, and values of the Court.
- 2) Foster an inclusive and culturally competent work environment.
- 3) Promote, adhere to, and comply with Court policies and procedures.
- 4) Contribute to a strong, supportive, and productive team environment.

ESSENTIAL DUTIES:

- 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, traffic, and civil trials and render decisions.
- 3) Review TPO requests and hold hearings when requested.
- 4) Ensure that all Court proceedings are recorded.

- 5) Review cases for warrants.
- 6) Determine eligibility for the Traffic Safety Program.
- 7) Review motions.
- 8) Keep order in the courtroom.
- 9) Determine if contempt has occurred.
- 10) Preside over small claims, eviction, escrow, dog impoundment, dog designation, citation in contempt, debtor's examination, garnishment, and attachment hearings, plus other miscellaneous civil matters, and render decisions.
- 11) Preside over civil cases referred by the Judges and render decisions.
- 12) Preside over photo enforcement hearings and determine liability.
- 13) Review driving privilege requests.
- 14) Answer questions from the public, Court staff, and Clerk's office.
- 15) Ensure timely recommendations and decisions are issued on cases.
- 16) Do probable cause review for weekend filings.
- 17) Prepare orders for release and/or disposal of physical evidence upon expiration of appeal period.

OTHER DUTIES:

- 1) Mentor interns as assigned.
- 2) Train acting judges and acting magistrates and serve as acting judge when needed.
- 3) Any other duties assigned by the Judges.
- 4) Perform wedding ceremonies.

POSITION(S) SUPERVISED: Assignment Coordinator to the Magistrate's Office and Court Bailiff assigned to the Magistrate's Office.

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 of substantive and procedural law.
- 2) Knowledge of Ohio Revised Code, civil, criminal, and traffic law, established case law precedents, and sources of legal reference.
- 3) Knowledge and understanding of court policies and procedures.
- 4) Ability to read, research, analyze, and interpret complex legal documents and issues, and to apply the law.
- 5) Ability to use LEXIS or Westlaw and other online legal resources.
- 6) Ability to maintain judicial objectivity and fairly render decisions.
- 7) Ability to apply legal principles, specialized knowledge, and logical analysis to individual cases and problems.
- 8) Efficiently render and issue judgments in a timely manner.
- 9) Independent judgment and experience working with the public.
- 10) Ability to effectively and civilly deal with pro se litigants, defendants, attorneys, witnesses, Court staff, and the public and to defuse volatile situations.
- 11) Ability to work as part of the Court team.

- 12) Familiarity with Web Enabled Justice Information System (WEJIS), JusticeWeb, Court recording system, and case assignment procedure.
- 13) Verbal and written communication skills, including accurate spelling and grammar.
- 14) Word-processing and computer skills.
- 15) Active Shooter training and Court security/safety training.

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.
- 3) Experience practicing law in a municipal court (within Montgomery County preferred).
- 4) Honesty, patience, objectivity, maturity, initiative, adaptability, and effectiveness under stress.
- 5) Independent judgment and experience working with the public.
- 6) Ability to complete Court security and Active Shooter training.
- 7) Professional conduct and attire.

CANDIDATES AND EMPLOYEES ARE SUBJECT TO BACKGROUND CHECKS, DRUG TESTING, AND COVID-19 VACCINATION POLICIES AND TESTING.

AT-WILL EMPLOYMENT.

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

MANDATORY COVID-19 VACCINATION POLICY FOR NEW HIRES

Beginning November 1, 2021, the Court has a mandatory COVID-19 vaccination policy for new hires. Candidates must be fully vaccinated or become fully vaccinated before their first day of employment and submit proof of their COVID-19 vaccination to the Court.

APPLICATION PROCESS

Please submit a resume with a cover letter and two professional letters of reference on or before **December 30, 2022 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**

The Court will be conducting periodic interviews throughout the application period.