



CUYAHOGA COUNTY COURT OF COMMON PLEAS
DIVISION OF DOMESTIC RELATIONS

CUYAHOGA COUNTY DOMESTIC RELATIONS COURT

JOB DESCRIPTION

Job Title: Domestic Violence Magistrate Assistant
Department: Domestic Violence Department
Reports to: Domestic Violence Department Director
Hours: 8:30 a.m. – 4:30 p.m.
(Will need to work past 4:30 p.m. on occasion to accommodate the needs of the court.)
FLSA Status: Non-Exempt

SUMMARY: This is an unclassified position that serves at the pleasure of the Court. Under the direction of the Assigned Magistrate, the Magistrate Assistant is responsible for the initiating, scheduling and otherwise assisting in the emergency hearings and full hearings of Petitions for Domestic Violence Civil Protection Orders. Manages the input, processing and all follow-up paperwork for every Domestic Violence Civil Protection Order filed through the Domestic Violence Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Schedules all full hearings immediately after Ex Parte CPO hearings in accordance with ORC 3113.31.
- Processes and schedules all motions, full hearings, pre-trials hearings and trials for the DV Magistrates.
- Manages the daily docket for their individual magistrate by checking in each litigant, attorney and keeping the Magistrate and the DV Department informed.
- Coordinates the delivery of new files and files needed for hearings from the Clerk of Court and prepare them for the Magistrate prior to hearing.
- Processes all final orders, judgment entries and post decree paperwork including ensuring all necessary paperwork is sent to each party, filed with the Clerk of Court, sent to the Cuyahoga County Sheriffs and sent to the appropriate local law enforcement.
- Responsible for communicating to the Sheriff's Department on a regular basis for all important information relating to service and Domestic Violence Civil Protection order cases and any issues relating to the issuance of final orders needing to be put into LEADS.
- Faxes the requisite police department with a copy of the Ex Parte CPO hearing immediately after issuance.

- Scans necessary documents to Department of Children and Family Services contact when applicable as indicated by DV department Staff or the DV Magistrate.
- Arranges for interpreters for the entire DV Dept. and works with the agencies to ensure only qualified interpreters are sent to DR Court.
- Handles all calls and in person inquiries for the DV Magistrates and gives information on procedural court processes, service, scheduling and other requested information.
- Serves as the backup for the other DV Magistrate Assistant

KNOWLEDGE, SKILLS AND ABILITIES:

The candidate must possess the ability to interact well with Judges, Magistrates, Attorneys, Court personnel and the public. The applicant must possess the ability to present a positive impression on the public both as an individual and as a representative of the Court. The candidate must demonstrate a willingness and ability to remain calm when confronted with stressful situations and/or high conflict parties.

Knowledge of Case Management System operated by Domestic Relations Court and knowledge of scheduling cases.

Knowledge of the dynamics of domestic violence and coercive control. Knowledge and understanding of domestic violence civil protection orders including statutory and scheduling guidelines.

EDUCATION:

A minimum of a high school diploma or GED.

EXPERIENCE:

A minimum of one year of work experience in a job-related position, any combination of education, scheduling and experience that demonstrates the ability to perform the duties of the position.

Experience using a desktop workstation with current Microsoft Windows operating system, MS Office

2013 software applications with a minimum of Word and Outlook is required

PHYSICAL REQUIREMENTS:

The Candidate must be able to sit or stand for 8 hours per day and must be able to operate a computer for up to 8 hours per day. This job includes significant amounts of sitting, talking, walking and listening. In addition, the Candidate must be able to effectively read reports, correspondence and instructions.

WORKING ENVIRONMENT:

Office environment is comprised of a professional, technical, and computer-friendly fast-paced atmosphere. Office is located within the Domestic Violence Department on the Ground Level of Domestic Relations Court, Cuyahoga County Courthouse.