



CUYAHOGA COUNTY COURT OF COMMON PLEAS DIVISION OF DOMESTIC RELATIONS

ADMINISTRATIVE JUDGE
HON. DIANE M. PALOS

COURT ADMINISTRATOR
JAMES S. ZAK

JUDGES
HON. LESLIE ANN CELEBREZZE
HON. FRANCINE B. GOLDBERG
HON. TONYA R. JONES
HON. COLLEEN ANN REALI

CUYAHOGA COUNTY DOMESTIC RELATIONS COURT JOB DESCRIPTION

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

*The Mission of the Cuyahoga County Domestic Relations Court is to help families restructure their lives
by reaching compassionate and just resolutions*

SUMMARY:

Under the general direction of the Executive Director of Judicial Operations, the domestic violence magistrate performs professional judicial functions in managing domestic relations cases involving domestic violence. The domestic violence magistrate has frequent contact with the Judges of the Court, the Court's Navigation Services, and the Assignment and Scheduling Office.

Some examples of the general nature and level of work being performed by this individual are listed below; however, this is not an exhaustive list of all duties to be performed. Other duties may be assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Maintain an assigned docket of pre- and post-decree domestic violence matters
- Conduct ex parte hearings, pretrial conferences and evidentiary hearings on assigned motions and cases involving represented and unrepresented parties

- Hear and evaluate evidence and witness credibility
- Analyze laws and rules
- Conduct research and remain current on statutes, civil rules, case law, etc.
- Issue appropriate orders relating to discovery, case scheduling, and pretrial matters to regulate proceedings and to ensure timely disposition of cases within applicable time guidelines
- Decide merits of cases, make findings of fact and conclusions of law, and issue written magistrate's decisions and magistrate's orders pursuant to Rules 53, 65.1, and 75 of the *Ohio Rules of Civil Procedure*
- Provide direction and instruction to staff to ensure daily docket management
- Act in accordance with/ Abide by / Adhere to court issued domestic violence policy and procedure directives
- Work on special projects as assigned to improve case management and court processes.

KNOWLEDGE, SKILLS AND ABILITIES:

- In-depth knowledge of Ohio domestic relations law and procedure, and relevant federal authority
- In-depth knowledge of legal standards, concepts, practices, and procedures within the Cuyahoga Domestic Relations Court.
- Knowledge of trial procedure, *Ohio Rules of Civil Procedure*, *Rules of Evidence*, and *Rules of Superintendence for the Courts of Ohio*
- Skilled in mediation techniques and facilitating settlement
- Fundamentals of case management
- Proficiency in computer applications, including Microsoft Office® programs for word processing, legal research and child support computation software, and ability to learn other financial software programs and the Court's case management system
- Excellent writing, analytical and interpersonal skills, and ability to communicate effectively orally and in writing
- Ability to make decisions, organize and prioritize duties, and work both independently without daily supervision and collaboratively in a team environment
- Must be perceived as responsible, reliable, caring, friendly, and trustworthy, with demonstrated willingness to take independent positions
- Demonstrate effective time management and ability to meet deadlines
- Ability to maintain confidentiality and demonstrate discretion in handling sensitive information and data
- Sound ethics and knowledge of the *Ohio Code of Judicial Conduct* and *Ohio Rules of Professional Conduct*
- Empathy, emotional intelligence, leadership, and managerial skills
- Professional appearance and demeanor at all times
- Ability to communicate clearly, completely, and proactively, and to motivate employees and make changes effectively
- Ability to problem-solve, attention to detail, and accuracy and sound judgment
- Show flexibility and initiative, open-mindedness, forward planning and thinking, and have a strong work ethic geared toward customer service

- Establish and maintain professional working relationships with judges, magistrates, attorneys, court personnel, and members of the public
- Appreciation of the role of the Court in addressing domestic violence issues
- Ability to manage demanding and challenging caseload involving individuals and families in crisis attendant to violence
- Ability to avoid and diffuse confrontations

EDUCATION:

Juris Doctor degree/Graduation from an accredited law school; possession of a certificate of admission to the Bar of the State of Ohio and eligibility to practice law before the courts of the State of Ohio;

EXPERIENCE:

Minimum of five (5) to ten (10) years of possession of an active Ohio law license in good standing. Five (5) years of domestic relations practice experience with a focus on domestic violence-related matters.

PHYSICAL REQUIREMENTS:

This is largely a sedentary role. While performing the duties of this job, the employee is regularly required to type and lift files. This would require the ability to remain seated for long periods of time, open filing cabinets, and bend and stand as necessary.

WORKING ENVIRONMENT:

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, telephones, photocopiers, calculators, filing cabinets, and.

Submit application, letter of interest and resume via email or ordinary mail to:

Email: DR_Recruiting@cuyahogacounty.us

Jim Zak, Court Administrator

Cuyahoga County Domestic Relations Court

1 West Lakeside Avenue. Room 149

Cleveland, Ohio