



**CUYAHOGA COUNTY COURT OF COMMON PLEAS
DIVISION OF DOMESTIC RELATIONS**

**CUYAHOGA COUNTY DOMESTIC RELATIONS COURT
JOB DESCRIPTION**

Job Title: Support Magistrate
Department: Magistrates
Reports to: Lead Support Magistrate
Hours: 8:30 a.m. – 4:30 p.m.
FLSA Status: Exempt

SUMMARY:

Under the general direction of the Lead Magistrate, the support magistrate performs professional judicial functions in managing domestic relations cases involving child support, medical support, and spousal support. The support magistrate has frequent contact with the Court's Navigation Services Department, and Assignment and Scheduling Department and interfaces daily with the Child Support Division of the Cuyahoga County Prosecutor's Office.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Maintain an assigned docket of pre- and post-decree child support and spousal support related matters
- Conduct 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.
- 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 and 75 of the *Ohio Rules of Civil Procedure*
- Issue orders relating to discovery, case scheduling, and pretrial matters to regulate proceedings and to ensure timely disposition of cases within applicable time guidelines
- Prepare documents for sentencing
- Provide direction and instruction to staff to ensure daily docket management

- Work on special projects as assigned to improve case management and court processes
- Other duties as assigned

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
- Ability to learn the 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, 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*
- Attention to detail and accuracy and sound judgment
- Ability to show flexibility and initiative, and have a strong work ethic geared toward customer service
- Ability to 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 support issues
- 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 child support and spousal support-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. Professional appearance and demeanor is required at all times. This role routinely uses standard office equipment such as computers, telephones, photocopiers, calculators, filing cabinets, and fax machines.