

New Philadelphia Municipal Court
166 East High Ave.
New Philadelphia, Ohio 44663
330-343-6797
Employment Opportunity

Position Title: Full-Time Magistrate
Reports To: Judge/Court Administrator
Starting Salary: \$39.91/hour (\$83,012.80/year)
Hours: Weekdays 8:00 a.m. to 4:30 p.m. or as assigned
This position is FLSA exempt

Overview and Job Purpose

The New Philadelphia Municipal Court is the largest and busiest court in Tuscarawas County. The Court presides over civil, criminal and traffic cases and conducts both jury and non-jury trials. The Court's jurisdiction includes traffic cases, misdemeanor criminal cases, and civil cases where the amount at issue is \$15,000.00 or less. The Court has territorial jurisdiction within the municipal corporations of New Philadelphia and Dover, and within Wayne, Franklin, Lawrence, Sandy, Sugarcreek, Dover, Fairfield, Warren, Auburn, York, Goshen, Bucks, and Jefferson Townships.

A Magistrate is an attorney appointed by the Court and authorized to preside over Court proceedings pursuant to an Order of Reference by the Judge and pursuant to R.C. 1901.13, R.C. 1925.01, Ohio Civil Rule 53, Ohio Criminal Rule 19, Ohio Traffic Rule 14, and Rule 19 of the Rules of Superintendence for the Courts of Ohio. The Magistrate's duties include presiding over arraignments, criminal and traffic hearings and bench trials, landlord-tenant actions, civil and small claims hearings, garnishments, and license suspension matters.

Essential Duties and Responsibilities of the Position

1. Conduct criminal and traffic arraignments for the purpose of receiving pleas, determining guilt or innocence, receiving statements in mitigation of sentence, and recommending penalties to be imposed.
2. Conduct damages hearings (second claim) in forcible entry and detainer cases pursuant to Chapter 1923 of the Ohio Revised Code.
3. Conduct Small Claims trials pursuant to Chapter 1925 of the Ohio Revised Code.
4. Consider requests for driving privileges in suspended license matters.
5. Conduct hearings, including on claims for damages upon default, pursuant to Civil Rule 55.
6. Consider motions for orders of recovery of specific personal property either before or after judgments, motions for orders of attachments of personal earnings after judgment and objections to attachment.
7. Conduct jury and non-jury trials in civil cases and non-jury trials in criminal and traffic cases.

8. Prepare and file decisions in a timely manner.

9. Perform other duties as assigned.

A Magistrate may, on occasion, be required to work extended hours to accommodate the needs of litigants and to write decisions in a timely manner.

Qualifications and Requirements

- A Bachelor's degree and a law degree from accredited colleges or universities.
- Admitted to the practice of law in the State of Ohio and in good standing.
- Engaged in the practice of law for at least four years prior to appointment.
- Knowledge in civil and criminal law practice and procedure relevant to the duties of the position.
- Excellent legal research and writing skills and experience writing legal documents such as pleadings, opinions, entries, and memoranda.
- Ability to identify and analyze legal issues, and to identify relevant facts, statutes, rules, and legal precedent.
- Possession of judicial presence and temperament to preside over and control a busy courtroom.
- Ability to prioritize work, work independently without daily direct supervision, and manage a variety of projects simultaneously in a high-pressure atmosphere under severe time constraints. Must have good time-management skills and be highly organized and detail-oriented.
- Ability to recognize the need for change; respond with flexibility to changing program demands; propose solutions; and ensure that solutions are implemented.
- Ability to communicate effectively and professionally verbally and in writing in English to diverse audiences.
- Proficiency in operating a personal computer and using or be able to learn Microsoft Office products such as Word, Outlook, Excel, Lifesize, and the Court's case-management system (Henschen).
- Pleasant personality and ability to interact and maintain effective working relationships with the Judge, court staff, and others conducting business with the Court.
- Conscious of and sensitive to the diversity within the Court's jurisdiction and ability to interact professionally on a regular basis with diverse populations.
- Professional appearance and demeanor appropriate for the position and expected of a representative of an elected official.
- Demonstrated dependability, reliability, and excellent attendance record.
- Patience, objectivity, maturity, effectiveness under stress, initiative, adaptability, leadership, and sound judgment.

Special Conditions

A Magistrate, for purposes of the Code of Judicial conduct, is designated as a "full-time Judge" as defined in Division (1) of the Application Section of the Code of Judicial conduct adopted by

the Supreme Court of Ohio and shall adhere to the provisions of the Code of Judicial Conduct that are applicable.

Preferred Qualifications

Additional consideration will be given to individuals who have any of the following qualifications: previous experience as a judge, magistrate, hearing officer, administrative law judge or similar position; completed mediation training or experience as a mediator in legal matters.

Benefits

The New Philadelphia Municipal Court offers to full time employees: health insurance, life insurance, vision discount coverage, supplemental life and dental insurance that can be purchased by the employee, longevity, vacation, 10 paid holidays, 4 personal days, sick leave, employee assistance program, and eligibility to contribute to the Ohio Deferred Compensation Program.

OPERS: Court employees are members of the Ohio Public Employees Retirement system which provides retirement, disability, and survivor benefits for public employees. All full-time employees contribute to OPERS by paying the required employee share (10%) of their salary. The Court pays the required employer's share (14%) of the employee's salary. Court employees do not have Social Security taxes withheld from their pay because they are OPERS members. Medicare taxes are withheld.

Application Process

Applicants must submit the City of New Philadelphia employment application form which can be found online at: http://www.newphilaoh.com/downloads/Employment_Application.pdf, as well as current legal writing samples (15 page maximum) a resume and a cover letter addressed to Judith Dzigiel, Court Administrator, that describes with some specificity how an applicant's qualifications match those required for the position. Applications and supporting documents may also be submitted online and sent to jdzigiel@npmunicipalcourt.org. Receipt of applications will be acknowledged by e-mail.

Court Expectations of Employee

In completing the duties and responsibilities of the position, the Court expects the employee will adhere to all policies and procedures as acknowledged and documented in the New Philadelphia Municipal Court Employee Handbook; act as role model both inside and outside the Court; perform duties as the workload necessitates in a timely, accurate, and thorough manner, and be conscious about meeting productivity standards.

At-Will Employment

Employees of the Court are at-will employees and serve at the pleasure of the Judge; they are not in the classified civil service system and are not members of bargaining units. An employee may voluntarily leave employment with the Court at any time, and the Court may terminate the employment of an employee at any time, with or without cause.

Equal Opportunity Employer

The Court is an Equal Opportunity Employer and does not discriminate on the basis of age, gender, religion, race, color, national origin, ancestry, sexual orientation, disability, military status, genetic information, or marital or pregnancy status.