

**BUTLER COUNTY COURT OF COMMON PLEAS  
PROBATE DIVISION**

**Position Title:** Judicial Attorney/Magistrate  
**Department:** Common Pleas Court – Probate Division  
**Reports To:** Court Administrator/Senior Magistrate  
**Classification:** Exempt  
**Salary:** Based upon experience

**POSITION SUMMARY:**

Works under the direction of the Court Administrator/Senior Magistrate, unless specifically assigned to an area for the purposes of providing assistance when a staff member of that court is absent. Job assignments, work standards, and performance evaluations will be made by the Court Administrator/Senior Magistrate with input from the Judge and Magistrates for which the judicial attorney has worked during that evaluation period. Individual must be a licensed attorney in the state of Ohio for at least five (5) years.

General duties will include conducting evidentiary hearings: including but not limited to Guardianships, Adoptions, Name Changes, Birth Corrections, and Decedent’s Estates; performing research, drafting necessary documents, decisions, orders, accounts, and case review notes; performing bailiff duties, docket control, and trial management for the Judge or Magistrate to which the judicial attorney has been assigned, or for the Visiting Judge if so assigned. Performs other related duties as required and may be cross trained to assist with other departmental duties.

Under the direction of the Court Administrator/Senior Magistrate, provides additional support to all hearing officers as required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES OF THE POSITION:**

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Performs legal research and writing for the Judge, Visiting Judge, or Magistrates; analyzes matters before the court and prepares judgment entries, legal memoranda and orders, or any other appropriate action of the court; examines motions filed with the court to determine relevant issues of law and fact; prepares motions for oral presentation to the Judge, Visiting Judge, or Magistrates; makes recommendations relevant to judgment order on cases; writes orders and journal entries; may prepare jury instructions and any necessary functions required for the court.
2. Conducts evidentiary hearings as assigned by the Judge, Court Administrator/Senior Magistrate.
3. Schedules and manages dockets; set dates for pre-trials, hearings, trials, discovery cut-off, etc...; processes all motions and notices filed with the court; maintains all records pertaining to intake and disposition of cases; files journal entries; executes Magistrate’s orders in accordance with the court practices and procedures; accesses and updates the court’s management systems.

4. Provides additional support to the Magistrates as assigned.
5. Performs related administrative duties as required by the Judge and Court Administrator/Senior Magistrate and conducts or assists with pre-trials.

### **QUALIFICATION STANDARDS:**

#### **Required Qualifications:**

Licensed to practice law in the state of Ohio for at least five (5) years. Upon hiring, completion of New Magistrate Orientation Program as required by the Supreme Court of Ohio and additional CLE/Judicial College requirements.

#### **Knowledge, Skills, and Abilities:**

- Requires the ability to work independently, collaboratively, and efficiently.
- Requires superior research, analytical, and writing abilities.
- Position requires excellent oral and written communications, interpersonal, negotiation, judgment, leadership, decision-making, analysis, and problem-solving skills.
- Ability to manage conflict and effectively handle difficult people and conversations.
- The ability to communicate effectively, both verbally and in writing, to establish positive public relations and to interact effectively with judges, attorneys, supervisors, co-workers, and the public.
- Requires the ability to produce work within a deadline. Ability to meet multiple deadlines and deal with shifting priorities.
- Knowledge of and skills with Microsoft, FTR recording system, Henschen Case Management System.

### **PHYSICAL ABILITY:**

- Requires alertness, concentration, and attention to detail to ensure accuracy when typing, filing, proof-reading, and replying to inquiries.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The employee is regularly required to use hands and fingers to feel objects, tools, or controls and to talk or hear. The employee frequently is required to sit.
- The employee is occasionally requested to stand and/or walk and reach with hands. The employee must occasionally lift and/or move up to 10 pounds.

### **POSITION TYPE/EXPECTED HOURS OF WORK:**

This is a full-time position with a thirty-five (35) hour work week. The start and end time of the workday may differ and is based upon if the candidate selects an alternative work schedule.

#### **Posting Period: Until filled.**

**Applicants:** Resumes may be submitted in writing through regular mail or email. No phone calls regarding this posting will be returned. The resumes can be sent to Maria L. McBride, Court Administrator/Sr. Magistrate, at [maria.mcbride@bcoho.gov](mailto:maria.mcbride@bcoho.gov) or to:

Butler County Probate Court  
Attention: Maria L. McBride,  
Court Administrator/Sr. Magistrate  
101 High Street, 2nd Floor  
Hamilton, Ohio 45011