

APPLICATIONS BEING ACCEPTED

SUMMIT COUNTY COURT OF COMMON PLEAS GENERAL DIVISION

POSITION:	Judicial Attorney/Magistrate for the Honorable Alison Breaux
CLASSIFICATION/ SALARY:	Unclassified/Exempt \$98,342.40
DURATION OF EMPLOYMENT:	Full-time employment
JOB DESCRIPTION AND QUALIFICATIONS:	SEE ATTACHMENT (Civil background preferred)
PRE-EMPLOYMENT TESTING REQUIREMENTS:	Criminal Background Check; Social Media; Drug and Alcohol Testing
APPLICATION:	Letter of Interest and Resume must be sent via email in word/pdf format to: hr@cpcourt.summitoh.net
POSTING DATE:	Applications accepted beginning January 7, 2025. Position open until filled.

AN EQUAL OPPORTUNITY EMPLOYER

CLASSIFICATION SPECIFICATION

SUMMIT COUNTY COMMON PLEAS COURT

An Equal Opportunity Employer

POSITION TITLE:	Judicial Attorney/Magistrate	GRADE:	N/A
DEPARTMENT:	Common Pleas Court General Division	CLASSIFICATION:	Exempt Unclassified
REPORTS TO:	Judge	PAGE:	1 of 3

POSITION SUMMARY:

Under direction, schedules and manages judge's docket; processes documents filed with court and maintains related records and documents; researches and analyzes matters before the court and prepares appropriate action; performs related administrative duties as required. Performs other related duties as required and may be cross-trained to assist with other departmental duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES OF THE POSITION:

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

1. Schedules and manages judge's docket and trial book; sets 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 orders of judge in accordance with court practices and procedures; accesses and updates SCORS (Summit Court Online Record System).
2. Performs legal research and writing; 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; makes recommendations relevant to judgment order on case; writes orders and journal entries; may prepare jury instructions and open and close court.
3. Performs related administrative duties as required by judge (e.g., answers telephone, opens and sorts mail, retrieves files, delivers typing to secretarial pool, prepares reports, maintains library, etc.).

QUALIFICATION STANDARDS:

Required Qualifications: Licensed to practice law in the State of Ohio.

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.

Date Adopted:

Date Revised: 07/10/2018

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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 platform.

Requires alertness, concentration, and attention to detail to ensure accuracy when typing, filing, proofreading, and replying to inquiries.

Physical Ability:

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, and regular hours of work and days are Monday through Friday 8:00 a.m. – 4:00 p.m.; however, this position may require some evening and weekend work.

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ACKNOWLEDGEMENT

I have read this job description and fully understand the requirements set forth herein. I will perform all requirements, duties and responsibilities as set forth and to the best of my abilities.

Judicial Attorney

Date

Administrative Judge

Date