



Lorain County Domestic Relations Court

Position Description

Classification Title:

FLSA Status: Non-exempt

Exemption Type: N/A

Civil Service Status: Unclassified

Magistrate (Support Enforcement)

Employment Status: Full-time

Reports To: Administrative IV-D Magistrate

Division: Court Services

DISTINGUISHING JOB CHARACTERISTICS

Conducts legal hearings in-person, virtually, and telephonically, on behalf of the Domestic Relations Court Judges to determine child and spousal support cases. *This position is a grant-funded position and is not part of the Court's general operating budget. Ongoing funding for this position is dependent upon the continuation of the grant or external funding resources.*

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to satisfactorily perform each essential duty listed below. Reasonable accommodations will be made for disabled persons, covered by the Americans with Disabilities Act, in accordance with its requirements.

Conducts legal hearings in-person, virtually, and telephonically, informs and advises parties of legal rights and alternatives, administers oaths, operates recording device, reviews documentary evidence and records, rules on all objections to testimony and evidence, controls hearing, research appropriate statutes and case law, and maintains fairness and impartiality before recommending final disposition for Judge's approval.

Maintains an assigned, dedicated IV-D docket. Ensures that IV-D hearings are properly and efficiently expedited and processed by coordinating all activities in the courtroom, and for a variety of clerical duties as assigned. Coordinates action in cases involving multiple filings/case numbers.

Creates legally defensible decisions in a timely manner. Determines appropriate legal decisions regarding establishment of paternity, child support enforcement, termination, suspension, modification, contempt, tax dependency allocation, bank account attachment, recoupment of overpayment, redirection of payment, offsets, arrears, or review of administrative CSEA decisions.

Reviews case history and procedural status. Ensures that cases are heard and decided within time guidelines/deadlines including but not limited to Supreme Court Guidelines, statutory and IV-D contract performance standards. Complies with established contract performance standards, case timelines, and the completion of accurate and enforceable legal decisions.

Requires strong technical, logical, and reasoning skills along with clear and effective verbal and written communication skills for technical and non-technical staff.

Consistently meets deadlines. Completes work in a timely, consistent manner and is committed to being available during regular business hours to further organizational goals. Maintains flexibility in work hours to accommodate the Court's needs on an emergency or as needed basis, in person or by phone.

Maintains a professional and polite disposition when working with court staff, agency representatives, youth and families, and elected officials and their staff. Stays calm and even-tempered when handling stressful situations, continuous change, or unexpected developments. Works effectively in a team environment to accomplish organizational goals.

Demonstrates regular and punctual attendance and arrives prepared to work; must be awake and alert at all times; meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

OTHER DUTIES AND RESPONSIBILITIES

Assists in the collection of research and information for special projects and case audits. Attends meetings and training courses as directed. All other duties as assigned by the Administrative IV-D Magistrate, Court Administrator, and Judges. Attends Continuing Legal Education programs as mandated by the Ohio Supreme Court.

SCOPE OF SUPERVISION

None

EQUIPMENT OPERATED

Digital recorder; computer; laptop, telephone, copier, scanner, fax machine, and other general office equipment.

CONTACTS WITH OTHERS

Outside and inside contacts involve difficult negotiations which require a well-developed sense of strategy and timing. Considerable tact is required. Regular contacts include Judges, Prosecutor, and staff, Lorain County Child Support Enforcement Agency representatives, attorneys, litigants, witnesses, judicial officers, and general public.

CONFIDENTIAL DATA

Work involves some confidential data of major importance such as non-public records and information contained in party files, mediation files, Court journal entries, Court orders, financial information, child support guidelines, and other information which, if disclosed, may have a pronounced adverse internal and/or external effect detrimental to the Court's interest, or contrary to recognized professional ethics.

WORKING CONDITIONS

Occasional exposure to noise, dust, heat, or other disagreeable elements, but none continuously present.

USUAL PHYSICAL DEMANDS

While performing the duties of this job, the employee frequently sits for extended periods of time while meeting with the public, hearing cases, conducting research, and performing other responsibilities. Employee converses verbally with others in person and by telephone. Vision demands include close, detailed vision when using a computer screen and reviewing data. Duties involve concentrated mental and

visual attention and/or coordination usually more than 50% of the time. Physically lifts or moves material, weighing less than 10 pounds, on an occasional or intermittent basis.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Ohio child support laws controlling the enforcement and modification of court-issued and administrative child support orders, Ohio Revised Code, Ohio Rules of Civil Procedure, Ohio Rules of Evidence, Supreme Court Rules of Superintendence, local rules of the Court, domestic relations law and related statutes, case law, caseload management, legal research techniques, court functions, Court services and process, mediation and settlement principles, legal principles and terminology, Standard English grammar, spelling and punctuation and ability to complete required reports.

Ability to: efficiently manage a high-volume docket involving objections to administrative orders, child support modifications, and contempt actions filed by the Child Support Enforcement Agency, and by pro se litigants, communicate verbally and in writing with elected officials, court staff, community agencies, local, state and federal representatives and the general public; remain fair and impartial; control courtroom conduct and process; maintain confidentiality of confidential and sensitive information; make quick decisions to rule on evidentiary objections; maintain compliance with docket time frames; demonstrate sensitivity to professional ethics, gender, cultural diversities and disabilities. Ability to exercise patience, objectivity, maturity, effectiveness under stress, initiative, and adaptability. Ability to relate and communicate effectively, ability to recognize when further direction and/or assistance is needed, ability to recognize boundaries between job duties and authority. Ability to take initiative, make appropriate decisions, maintain confidentiality, meet deadlines and to work in a team environment. Exercise sound judgment, make informed decisions, apply common sense, carry out instructions and independently problem solve situations that arise and require immediate resolution. Ability to learn and retain information on computerized systems for data management, communication, and electronic filing.

Skill in: legal research, verbal and written communications, operation of computer, application of departmental software programs, Zoom virtual platforms, MS Platform, and child support guidelines. Must be able to read and interpret legal documents, procedure and policy manuals and routine and non-routine correspondence. Basic arithmetic including the ability to calculate percentages and decimals and the ability to analyze data. Retrieving data from the designated case management system and applications.

QUALIFICATIONS

An example of an acceptable qualification is a Juris-Doctorate from an accredited law school with at least four (4) years of experience practicing domestic relations law. Must possess an active license to practice law in the State of Ohio in good standing with the Supreme Court of Ohio.

Ability to document identity and employment eligibility within three (3) days of original appointment as a condition of employment in compliance with Immigration Reform and Control Act requirements. Must pass a background investigation and comply with Lorain County's Drug Free Workplace Policy.

Possession of a valid Ohio driver's license and a demonstrated safe driving record. Must be eligible to drive under the county commissioner's Driver/ Vehicle Risk Reduction Program.

LICENSURE OR CERTIFICATION REQUIREMENTS

Must possess an active license to practice law in the State of Ohio in good standing with the Supreme Court of Ohio.

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee filling this position, who will be required to follow instructions and perform any duties required by the employee's supervisor or designee.

MANAGEMENT APPROVAL

_____ / /

Authorized Court Management Representative

Date

EMPLOYEE UNDERSTANDING

_____ / /

Employee

Date