

Marion County Board of County Commissioners

POSITION DESCRIPTION



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

MAGISTRATE

Department: Court Administration
Pay Grade: 116
FLSA Status: Exempt
Job Class: 2058
Risk Code: 8820

JOB SUMMARY

The essential function of the position within the organization is to conduct hearings and make recommendations on matters referred for hearing by judges. The position is responsible for setting referred cases for hearing, conducting hearings, receiving evidence, taking testimony, making determinations on cases, and preparing findings and recommendations for the parties and referring for judge's consideration. The position works under the general supervision of the local Marion County Administrative Judge.

This position may be required to assist with emergency support functions in the event of a declared emergency and/or any other emergency duties as assigned.

ESSENTIAL JOB FUNCTIONS

- Reviews judge's orders of referral and conducts legal research in preparation for hearing of family law cases.
- Schedules cases and conduct hearings in compliance with applicable regulations and laws; gathers data in the form of documentary evidence and testimony.
- Reviews reports, and recommendations submitted by attorneys and considers/analyzes related research and information presented at hearing to make case determinations, in the form of a recommended order to the courts.
- Prepares case report and recommendations with accompanying orders for judge's signature at the end of hearings.
- Reads professional journals and updates of case law to stay current on regulations and statutes governing family court.
- Attends staff meetings to exchange information; attends technical or professional classes, workshop, seminars or conferences to improve professional skills.
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- Case-managers referred family law, civil and probate matters; conducts hearings and prepares, reviews and/or signs written decisions on referred matters.

- The Magistrate takes and evaluates evidence and testimony from witnesses and technical experts and uses that in making legal factual recommendations. Also makes rulings on pre-trial and post judgment motions including discovery dismissal and motions for relief, clarification and re-hearings.
- Provides excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.
- Implements the organization's guiding principles and core values.
- Performs other related job duties as assigned.

DATA RESPONSIBILITY:

Synthesizes or integrates analysis of data or information to discover facts or develop knowledge or interpretations.

PEOPLE RESPONSIBILITY:

Negotiates or exchanges ideas, information, and opinions with others to formulate policies and programs, or arrive jointly at decisions, conclusions, or solutions.

ASSETS RESPONSIBILITY:

Requires responsibility and opportunity for achieving major economies and/or preventing major losses through providing routine legal counsel.

MATHEMATICAL REQUIREMENTS:

Uses addition, subtraction, multiplication, and division; may compute ratios, rates, and percentages.

COMMUNICATIONS REQUIREMENTS:

Reads and interprets advanced professional materials; writes extremely complex reports and papers; speaks to high level professional groups.

COMPLEXITY OF WORK:

Performs work involving the application of principles of logical thinking and legal practice to diagnose or define problems, collect data and solve abstract problems with widespread unit or organization impact; requires sustained, intense concentration for accurate results and continuous exposure to unusual pressure.

IMPACT OF DECISIONS:

Makes decisions with serious impact - affects most units in the organization and may affect citizens. Probability of loss of life and/or damage is likely.

EQUIPMENT USAGE:

Handles office equipment or work aids involving moderate latitude for judgment regarding attainment of standard or in selecting appropriate items, including computer hardware and software, printer, copier, fax machine, calculator, telephone.

SAFETY OF OTHERS: Requires responsibility for the safety and health of others and for occasional enforcement of the laws and standards of public health and safety.

SUPERVISION

This position does not supervise anyone.

QUALIFICATIONS

Education and Experience:

Requires a Juris Doctorate degree and five years of related experience; *or an equivalent combination of related education and experience on a year-for-year basis.*

Licenses and Certifications :

Requires membership in good standing in the Florida Bar Association. Requires a valid Florida driver's license.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read, analyze, and interpret common technical journals and financial reports.
- Ability to respond to common inquiries, complaints from customers, regulatory agencies, or members of the business community.
- Ability to write speeches and articles for publication that conform to prescribed style and format.
- Ability to effectively present information to top management, public groups, and/or boards.
- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to compute rate, ratio, and percent and draw and interpret bar graphs.

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to explain records and procedures to others.
- Ability to participate in development of policies, programs, plans, or procedures.
- Ability to study manual work process to determine most effective methods for essential tasks.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

PHYSICAL DEMANDS

Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis, and moderate dexterity in operating office equipment. The position is exposed to no unusual environmental hazards. The position requires normal visual acuity and field of vision, hearing and speaking abilities.

WORK ENVIRONMENT

Work is performed primarily in an indoor environment with limited exposure to adverse environmental conditions.

Marion County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date

E.O.E. *Marion County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.*