

COURT OF COMMON PLEAS, MONTGOMERY COUNTY
DOMESTIC RELATIONS DIVISION

1 of 4

TIMOTHY D. WOOD, ADMINISTRATIVE JUDGE

JENNIFER A. PETRELLA, JUDGE

301 West Third Street
Dayton, Ohio 45422-2160
(937) 225-4063 • Fax: (937) 496-7443
<https://drcourt.mcoho.org/>

NOTICE OF VACANCY

NOTICE ISSUED: March 10, 2025

POSTING PERIOD: until March 24, 2025

POSITION VACANCY: Staff Attorney/Part-Time Magistrate

DEPARTMENT: Legal Department

POSITION LOCATION: Dayton/Montgomery County Courts Building,
301 West Third Street, 2nd Floor

PAY SCALE /SALARY: Starting at \$70,000 plus benefits; candidate
experience will be considered in determining final
salary.

BENEFIT PACKAGE: The chosen candidate will receive fringe benefit options including paid vacation, sick and personal leave, as well as contribution of hours towards retirement (partial financial coverage for sick and retirement by employee). The Court also financially supports training hours to maintain licensure.

**This position is an AT-WILL EMPLOYEE
serving at the pleasure of the Court.**

Go to Montgomery County Domestic Relations Court website for more information at: <https://drcourt.mcoho.org/> **JOB OPENINGS** (Green button in middle of the page explains the application process.) Note for this position, an application, resume and a writing sample (10 pages or less) is required from each candidate for consideration.

Materials will be accepted until close of business 4:00 p.m. on the last day of the posting period. Please review the attached position description for summary of qualifications. Interested candidates may submit application and resume to Kristen Keebaugh-Chambers, Court Administrator, via email at:

D.R.EmploymentOpportunities@mcoho.org

or submit in person or via U.S. postal mail at Montgomery County Domestic Relations Court, 301 W. Third Street, Second Floor, Dayton, Ohio 45402

POSITION DESCRIPTION

Montgomery County Common Pleas Court

Domestic Relations
Last Revised March 2025

CLASSIFICATION TITLE: Staff Attorney & Part-Time Magistrate

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|-----------------------------|--------------|--------------------------|---------------------|
| FLSA STATUS | Non-Exempt | EMPLOYMENT STATUS | Full-Time |
| EXEMPTION TYPE | Professional | REPORTS TO | Legal Administrator |
| CIVIL SERVICE STATUS | Unclassified | WORK SCHEDULE | 40 hours/week |
| POSITION INDICATOR | | DEPARTMENT | Judge Petrella |

DISTINGUISHING JOB CHARACTERISTICS

Conducts legal research and writes opinions for consideration and use by the Court in making legal decisions. Employee may be called upon to conduct domestic relations hearings.

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.

Researches legal issues, topics and questions, compiles and writes research results for use and reference by the Court in making legal decisions.

Researches case law, statutes, secondary legal sources, local/evidentiary rules, using hard-copy and computerized research materials.

Provides assistance and recommendations to Judge in determining case outcomes. Confers with Judges and Magistrates regarding outcome of cases or other legal issues.

Researches and analyzes applicable statutory and case law, rules of procedure, and rules that apply to issues in cases before the Court. Writes memoranda explaining results of administrative research.

eFiles decisions and submits documentation for Judicial review.

Manages and tracks complex cases.

Attends hearings and conferences.

Conducts special judicial projects.

Reviews case files and transcripts to summarize procedures and/or fact issues.

Contacts attorneys regarding cases.

OTHER DUTIES AND RESPONSIBILITIES

Hears pre and post-decree cases, settlement conferences and domestic violence cases. Writes agreed orders and mediates with parties to assist in reaching agreements. Sets bond and prepares release order pertaining to jailed litigants.

Maintains docket sheet, recording and result codes; marks and tracks exhibits; manages case continuances.

Other duties as assigned.

SCOPE OF SUPERVISION

None

EQUIPMENT OPERATED

Computer; printer; dictating machine; recording equipment; scanner, DVD, CD and like recording media; paging equipment; telephone, calculator; copier, fax machine, and other general office equipment.

CONTACTS WITH OTHERS

Judges; Magistrates, attorneys; DR Court staff; law enforcement officers; general public.

CONFIDENTIAL DATA

Non-public records and information contained in party files, personnel files, mediation files, LEADS/NCIC and conciliation files. CSEA/SETS records pursuant to state and federal law. Court decisions, orders and other works in progress. In addition to confidential data, filings and other data are sensitive and may not be discussed or distributed pursuant to the Court's Code of Conduct.

WORKING CONDITIONS

Good office working conditions.

The following physical demands are typically exhibited by position incumbents performing this job's essential duties and responsibilities. These physical demands are not, and should not be construed to be job qualification standards, but are illustrated to help the employer, employee and/or applicant identify tasks where reasonable accommodations may need to be made when an otherwise qualified person is unable to perform the job's essential duties because of an ADA disability.

While performing duties of this job, the Staff Attorney frequently sits for extended periods of time while conducting research and performing other responsibilities. Employee converses verbally with others in person and by telephone. Vision demands include normal vision requirements, but can include regular viewing of computer screen requiring close focus. Hearing demands including hearing persons of different speaking abilities and volumes; ability to work with interpreters.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: Domestic relations law and related statutes; case law; general law; rules of evidence; civil procedure; jurisprudence of contempt; social welfare system; community social service resources; mediation and settlement principles; legal principles and terminology; internal court procedures.

Ability to: work professionally with attorneys, public and staff; remain fair and impartial; control courtroom conduct and process; handle large caseloads; maintain confidentiality of confidential and sensitive information; diffuse hostile situations; work effectively with persons of varying socioeconomic, educational, racial and ethnic backgrounds.

Skill in: written and verbal communication; relating legal principles to facts and determine court response; listening and critically analyzing facts; legal analysis and research; making and writing court decisions; negotiations; operating computer.

QUALIFICATIONS

Graduation from an accredited law school, passage of the Ohio Bar Examination, valid license to practice law and at least five years experience; Upon appointment, willingness and ability to complete judicial college courses and bi-annually fulfill 40 hours of continuing education.

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.

Ability and willingness to complete and pass a criminal background check, if considered a potential candidate for the position.

LICENSURE OR CERTIFICATION REQUIREMENTS

Admitted, licensed and in good standing with the Ohio Bar to practice law.

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.

The provisions of this job description do not constitute a contract, expressed or implied, and any provision contained in this description may be modified or revoked without notice.