

# Title: Magistrates' Assistant

**Agency**

Franklin County Probate Court

**Salary**

\$55,291.00 Annually

**Job Type**

Full-time, Regular, Unclassified

**Bargaining Unit**

Non-Bargaining

**Closing**

March 19, 2025, 11:59 p.m.

**Location**

373 S. High St., 22<sup>nd</sup> floor  
Columbus, Ohio 43215, OH

**Typical Work Hours**

Monday - Friday 8:00 a.m. - 5:00 p.m.

**Probationary Period**

180 Days

**Classification Purpose**

The primary purpose of the Magistrates Assistant position is to provide administrative and clerical support to the court's judicial officers.

**Job Duties**

Acts as a liaison between magistrates and clerks, attorneys, the general public, and parties to active cases. Manage hearing docket/schedule appointments for magistrates, including coordinating hearings with parties.

Answers and returns phone calls and email messages; provides information and directs individuals to alternative resources; distributes faxes and messages to court staff; sends messages on behalf of magistrates.

Creates and edits documents for magistrates and judge; prepares decisions, entries, orders, expenditure documents, certificates of service, and correspondence; edits, prints and presents documents for approval and signature; sends documents by mail, certified mail or requests personal service; files and e-files the finished product.

Provides general clerical support as needed; sorts and distributes incoming mail; prioritizes mail for magistrate review and instruction; schedules magistrates appointments; reviews, edits and sends docket for publishing. Records meeting minutes and manages court forms.

Understands which filings in the Probate Court are confidential and maintains strict standards of confidentiality within and outside the office.

Assists senior magistrate with implementation and day-to-day maintenance of hearing calendars, professional appointments, call and mail logs, etc.

Effectively communicate in writing and in person with law offices and the public.

Attend workshops and training, as required. Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

### **Minimum Qualifications**

Associate degree or paralegal training with two years of legal administrative experience (probate preferred); or any equivalent combination of training and experience.

### **Benefits**

All full-time, permanent Franklin County Probate Court staff receive the following benefits through the Franklin County Cooperative Health Benefits Program after initial period of employment:

- Extensive health benefits, including medical, dental, and vision coverage
- Life insurance coverage for all permanent employees
- Guaranteed 11 paid holidays every year
- A 14 percent employer contribution to OPERS pension plan
- Eligibility for Ohio 457 deferred compensation savings plans
- Potential monetary incentives during annual wellness programs for employees/spouses enrolled in healthcare

See more information regarding benefits we provide at <https://bewell.franklincountyohio.gov/>

### **To Apply:**

Email your resume and cover letter to [George\\_Tornik@franklincountyohio.gov](mailto:George_Tornik@franklincountyohio.gov)