



# The Honorable Jeffrey D. Mackey

## Franklin County Probate Court

Internal and External Posting

### Probate Magistrate

**Agency**

Franklin County Probate Court

**Salary**

\$90,168 annually

**Job Type**

Full-time, Regular, Unclassified

**Typical Work Hours**

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

**Probationary Period**

90 days

**Location**

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

**Classification Purpose**

The primary purpose of the Magistrate position is to preside over hearings and otherwise administer all probate case types.

**Job Duties**

Perform various judicial and administrative functions in support of Probate Court objectives; review and approves filings, including but not limited to psychiatric commitment affidavits, expenditure of funds, small estate documents, etc.

Review filings for completeness and legal accuracy. Update case notes as appropriate for consistent communication with court staff and filers. Perform case management functions. Advise clerk staff on legal matters in ongoing assigned departments.

Prepare for and conduct contested and uncontested probate hearings and trials. Research pertinent statutes, rules, and recent rulings. Meet with attorneys to explore possibilities of settlement. Ensure that trial proceeds in orderly manner, all parties are treated fairly, and constitutional safeguards and evidentiary boundaries are respected. Prepare entries and decisions after hearings.

Communicate respectfully with other court staff, attorneys, their representatives, and parties to cases. Provide information on case status. Assist customers with updates on their cases and information on statutes to reference to proceed with their cases.

Maintain regular and predictable attendance. Maintain Ohio license to practice law. Attend conferences, workshops, training, and CLEs as required.

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

### **Major Worker Characteristics**

Knowledge of probate law, public relations, agency policy and procedures, government structure and process.

Strong writing and communication skills. Ability to work effectively and respectfully with people from a cross-section of the community. Skills in office equipment.

Ability to define problems, collect data, establish facts and draw valid conclusions; interpret extensive variety of technical material in books, journals and manuals; prepare meaningful, concise and accurate legal document; use proper research methods; establish friendly atmosphere as judicial officer; handle sensitive inquiries; resolve complaints from angry residents & government officials.

### **Minimum Class Qualifications for Employment**

Must have a license to practice law in the State of Ohio. Juris Doctorate from an accredited law school with at least four years of practice experience in the state of Ohio. Probate knowledge preferred, but not required.

**Additional Requirements:** N/A

**Supervisory Responsibilities:** N/A

**Unusual Working Conditions:** N/A

**Expected Start Date:** early April 2023

### **Ability to Work Remotely**

This position may have the ability to work remotely up to 50% of the time dependent upon the needs of the court and staffing coverage.

### **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
- Extensive wellness and employee assistance plan coverage for all employees
  - Potential monetary incentives during annual wellness programs
- Guaranteed 11 paid holidays every year
- A 14 percent employer contribution to OPERS pension plan
- Eligibility for Ohio 457 deferred compensation savings plans

More information at <https://bewell.franklincountyohio.gov/>

Please send a resume and cover letter to the attention of Gabrielle Wonnell at [gabrielle.wonnell@franklincountyohio.gov](mailto:gabrielle.wonnell@franklincountyohio.gov).