



**City of Jacksonville**

## **City Magistrate**

SALARY	\$105,441.18	LOCATION	Jacksonville, FL
JOB TYPE	Appointed Employee	JOB NUMBER	2025-06232
DEPARTMENT	COURTS	OPENING DATE	10/15/2024
CLOSING DATE	10/31/2024 11:59 PM EASTERN		

### **JOB DESCRIPTION**

Are you looking for a position with a work/life balance? Do you want to earn four (4) weeks off during your first year of employment? Do you want low and no cost health insurance options? If you answered “yes” to any of these questions, you need to complete your application now. Work for the city you love!!!

The Courts Department is actively seeking a City Magistrate.

Did you know as a City of Jacksonville employee, you would also have twelve (12) paid holidays and a personal leave day well? In addition to health insurance, dental, vision, life insurance and flexible spending plans are also available. City of Jacksonville employees are also eligible for Federal Student Loan Forgiveness after ten (10) years of public service and on-time payments.

The essential function of the position within the organization is to conduct hearings and make recommendations on matters referred for hearings by judges. The position is responsible for setting referred cases for hearing, conducting hearings, making determination on cases and preparing findings and recommendations for the parties and referring judge’s consideration. The position works under the general supervision of a Chief Judge or designee.

## **Examples of Work**

Reviews judge's orders of referral and conducts legal research in preparation for hearings of family law cases. Schedules cases and conducts 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 hearings to make case determinations in the form of a recommended order to the courts.

Prepares case report and recommendations with accompanying orders for referring judge's signature at the conclusion of hearings.

Case manages referred family law, civil and probate matters; conducts hearings and prepares reviews and/or signs written decisions on referred matters.

Take and evaluate evidence and testimony from witnesses and technical experts and uses that in making legal factual recommendations.

Make rulings on pre-trial and post judgement motions including discovery, dismissal and motions for relief, clarification and re-hearings.

Presides over assigned Problem-Solving Courts including but not limited to Truancy Court and other assignments as directed by the Chief Judge or Administrative Magistrate.

## **Knowledge Skills and Abilities**

Must be conversant with dependency and other family law proceedings in accordance with Chapters 39, 61, 63 and 742.

Knowledge of and the ability to interpret and apply Florida statutes and case law concerning dependency and family matters.

Knowledge of the rules of evidence and the ability to take evidence.

Ability to work with litigants who are in stressful situations.

Knowledge of civil, family and juvenile procedures.

Ability to communicate clearly.

## **Open Requirements/Supplemental Information**

Juris doctorate degree from an accredited law school.

Five years of experience in the practice of law, including one year in family law.

Requires membership in good standing in the Florida Bar.

The Florida State Courts System is a criminal justice agency.

- The successful applicant will be fingerprinted for the purpose of conducting a criminal history record check.
- Employment in this position is contingent upon a satisfactory criminal background check.

**Required Documents:** The below documents are required with your application.

- Resume
- College Transcript, with your social blacked out, is required with your application. Transcripts do not need to be official, but must state your name, the school's name, classes taken, grades received, type of degree, and date degree was conferred.

**FULLY COMPLETED ONLINE APPLICATION IS REQUIRED.** Apply at [www.jacksonville.gov](http://www.jacksonville.gov). Work history is required for all employment/volunteer work in which qualifications are being based.

**The application system works best with Google Chrome or Edge with Chromium web browsers.** Please try to apply using one of these browsers. To ensure you receive email notifications, be sure to make "[info@governmentjobs.com](mailto:info@governmentjobs.com)" a trusted sender. You may also track the status of your application and see notifications by logging into your account.