

# **Magistrate**

## **General Description**

This is a quasi-judicial position responsible for conducting hearings and trials and making recommendations on matters referred for hearing by judges.

The Magistrate serves at the direction of the Chief Judge or designee; is subject to the “Code of Judicial Conduct.”, must have the ability to communicate clearly both orally and in writing, and must possess appropriate judicial temperament and demeanor.

The Magistrate may be assigned to hear cases in any division including but not limited to Family, Dependency, Probate, Drug Court, and Foreclosure.

## **Examples of Work Performed**

Conducts hearings and trials.

Takes and evaluates evidence and testimony from witnesses and technical experts and uses that in making legal factual recommendations

Analyzes related research and information presented at the hearings to make case determinations.

Prepares, reviews, and signs written case report and recommendations with accompanying orders for referring judge’s signature at the conclusion of hearings.

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

Performs case-related administration, including reviewing dockets and setting dates for hearings, reviewing correspondence, and reviewing files.

Reads professional journals and updates of case law to stay current on regulations and statutes governing assigned area.

Attends staff meetings to exchange information; attends technical or professional classes, workshops, seminars or conferences to improve professional skills.

## **Education and Training Guidelines**

Juris doctorate degree from an accredited law school, membership in good standing in the Florida Bar, and five years of experience in the practice of law. Some trial experience is preferred. Timeliness and attendance are essential functions of the job.