

NOTICE OF POSITION VACANCY AND APPLICATION PROCESS
SMALL CLAIMS COURT MAGISTRATE
CIVIL DIVISION OF THE ALLEN SUPERIOR COURT

Allen Superior Court, Civil Division is seeking qualified candidates for the position of Magistrate in its Small Claims Court. The Magistrate presides in the Allen Superior Court in civil and small claims cases under the direction and supervision of the Judges of the Civil Division of the Allen Superior Court. The ideal candidate will have experience in all areas of legal practice, with an emphasis on civil cases. The Magistrate is an at-will employee of the Judges of the Civil Division the Allen Superior Court and performs a variety of duties as outlined in the job description.

Interested and qualified attorneys who are dynamic, dedicated, hardworking, ethical, fair and honest persons with a desire to serve the citizens of Allen County, should contact John McGauley, Court Executive of the Allen Superior Court for an application. Applications will be sent electronically upon request. Applicants must request an application by contacting John McGauley via e-mail at john.mcgauley@allensuperiorcourt.us. Applications are not accepted via the county's internet application process.

In addition to the application, the Court requires official transcripts of all applicants' undergraduate and law school degrees. The application and transcripts must be submitted electronically to john.mcgauley@allensuperiorcourt.us by 4 pm, May 22, 2020. Questions regarding this matter should be directed to Court Executive John McGauley, 715 S. Calhoun St., Room 208, Fort Wayne, IN 46802, or john.mcgauley@allensuperiorcourt.us

The Court will conduct interviews shortly after the date for submitting applications closes, and anticipates conducting interviews and making a hiring decision promptly thereafter. The position has an anticipated start date of July 1, 2020. Any candidate submitting an application thereby agrees to accept the position of Magistrate of the Allen Superior Court if it is offered.

IC 33-23-5-4 Confidentiality of applicant files Sec. 4. The files of applicants for appointment as a magistrate/hearing officer, including the names of applicants, are confidential as provided in IC 5-14-3-4(b)(8). *As added by P.L.98-2004, SEC.2*

Annual Salary: \$124,910 (Increases to \$128,900 effective July 1, 2020)
Vacation, Sick and Personal time plan, Paid Holidays, State Health Benefits, Judges Retirement program.

I. POSITION QUALIFICATIONS:

- Resident of Allen County, Indiana
- Admitted to the practice of law in Indiana.
- Experience in all areas of legal practice, with an emphasis on civil cases.
- Ability to maintain strict confidentiality of all Court records, reports, and information.
- Ability to work on several tasks at the same time and timely complete assignments effectively in an environment that has frequent distractions and interruptions.
- Command of the English language, orally and in the written form.
- Ability to both work alone and with others in a team environment with minimum supervision.
- Ability to handle high volume caseload involving both represented and unrepresented litigants.

II. RESPONSIBILITY:

Small Claims Magistrates:

- Perform a variety of judicial functions according to Indiana law, Indiana and Local Civil and other applicable Court Rules, and standard Court procedures and processes at the will of the Judges of the Civil Division of the Allen Superior Court.
- Exercise independent judgment and analysis to attain just results.
- Make choices and exercise personal initiative in completion of responsibilities and in working with the Judiciary, Court Administrators, Court Reporters, court and other state and local governmental employees, and the public.
- Fully comply with the requirements of the Indiana Code of Judicial Conduct.
- Cannot engage in the practice of law while holding the office of Magistrate.

III. PERSONAL WORK RELATIONSHIPS:

The Small Claims Magistrates maintain frequent contact with other court and county departments, employees and members of the public for the purpose of providing justice and projecting and promoting a positive image of the Allen Superior Court. The Magistrates report directly to and at the will of the Allen Superior Court Civil Division Judges.

IV: PHYSICAL EFFORT AND WORK ENVIRONMENT:

The Small Claims Magistrates perform duties in a standard court office environment with some physical strain normally associated with pressure from formal schedules, deadlines, and high volume operations. Above average visual acuity is required for computer and other related tasks.

V: COMPENSATION

The Small Claims Magistrates are compensated, pursuant to IC 33-23-5-10, at 80% of the salary of a judge under IC 33-38-5-6.