



JOB POSTING

Job Title	Juvenile Magistrate
Location/Department	Delaware Circuit Court # 2, Juvenile Division
Supervisor	Judge Andrew Ramirez
Salary & Benefits	Base Salary: \$146,811.00 Full-Time Position – 32.5 hours per week Health, Vision, Dental Insurance Judges Retirement PTO (paid time off)
To Apply	Please drop off completed applications to: Delaware County Human Resources Department 100 W. Main St. Room 300 Muncie, IN 47305 <u>A copy of the application and resumé must also be submitted to:</u> Emily Anderson Delaware County Court Administrator 3100 S. Tillotson Ave., Ste. 190 Muncie, IN 47302
Application Deadline	Applications will be accepted until position is filled Position Available: January 20, 2026



Delaware County

This document is used to provide a basic description of essential duties and other work elements

Job Title: Juvenile Magistrate	
Department: Circuit Courts	Position Fund Account No.:
Division: Juvenile Court	Job Category: SO
Work Schedule: 8:30 a.m. - 4:00 p.m., M-F	Job Grade:
Reports to: Judge, Board of Judges	Status: Full-time
FLSA Status: Exempt	Effective Date: Re-evaluation Date: December 2023

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Delaware County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job unless the accommodation would present an undue hardship.

Incumbent serves as Juvenile Magistrate for the Juvenile/Circuit Courts of Delaware County, responsible for presiding over judicial proceedings involving juveniles and making recommendations, findings, and orders.

DUTIES:

Supervises and directs assigned staff, including analyzing workload and human resource needs, reviewing position documentation, interviewing candidates, making hiring decisions, orienting new subordinates, planning, delegating, and controlling work assignments, establishing specific work goals, training, developing, and motivating assigned staff, determining changes in responsibilities, recommending personnel actions, keeping supervisor and assigned staff informed of organizational developments, and communicating and administering personnel programs.

Presides over various hearings on juvenile matters related to delinquency and child welfare cases, including making recommendations, findings, and conclusions, drafting, reviewing, signing, and submitting court orders for approval, and issuing arrest and search warrants.

Performs court-related duties and case-related judicial officer functions, including reviewing cases, performing research, drafting CCS entries, and ruling on motions and orders.

Performs non-case related obligations, including researching and drafting policies, procedures, guidelines, memos, and other documents to ensure compliance with current federal, state, and local rules, case law statutes. Facilitates economic access to judicial process by lawyers and non-lawyers.

Reviews and signs probable cause affidavits and sets bail.

Responds to emergencies on a 24-hr basis and works on call on rotation.

Performs related duties as assigned.

I. JOB REQUIREMENTS:

Doctor of Jurisprudence degree from an accredited college or university. Certification as a licensed attorney in the State of Indiana and admission to practice before the Indiana Supreme Court. Five (5) to ten (10) years of experience preferred.

Must be at least 21 years of age.

Ability to meet all hiring and retention requirements, including passage of a drug test.

Thorough knowledge of and ability to interpret and apply federal, state, and local laws and case law statutes to various factual circumstances, and to effectively prepare, manage and preside over juvenile hearings in court.

Thorough knowledge of court policies and procedures and related terminology, and ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Working knowledge of standard English grammar, spelling, and punctuation, and ability to prepare court orders, memos, policies, procedures and reports as required.

Knowledge of community programming and services for youth and families.

Ability to properly operate standard office equipment, including computer, telephone, printer, copier, scanner, and calculator.

Ability to effectively supervise and direct assigned staff, including analyzing workload and human resource needs, reviewing position documentation, interviewing candidates, making hiring decisions, orienting new subordinates, planning, delegating, and controlling work assignments, establishing specific work goals, training, developing, and motivating assigned staff, determining changes in responsibilities, recommending personnel actions, keeping supervisor and assigned staff informed of organizational developments, and communicating and administering personnel programs.

Ability to effectively communicate orally and in writing with co-workers, other County departments, Department of Child Services, CASA program, Prosecutor's Office, Probation Department, Public Defenders, attorneys, Court Administrator, other courts and judges, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to provide public access to, or maintain confidentiality of, Department information and records according to state requirements.

Shall comply with employer and Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to understand, memorize, retain, and carry out written and oral instructions and present findings in oral or written form.

Ability to count, compute, and perform arithmetic operations.

Ability to apply knowledge of people and locations.

Ability to coordinate, place, make determinations, and act based on data analysis.

Ability to work alone with minimum supervision and with others in a team environment, work under time pressure, and on several tasks at the same time.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with violent/irate persons.

Ability to occasionally work extended and evening hours, travel out of town for conferences, sometimes overnight, and regularly work weekends.

Ability to respond to emergencies on a 24-hr basis and work on call on rotation.

II. DIFFICULTY OF WORK:

Incumbent oversees court proceedings and legal procedures involving juvenile cases. Independent judgment is necessary to apply statutory law, case law, general guidelines, and accepted procedures to factual situations which may be contradictory or complex. Legal issues may be of an unprecedented nature, requiring research and consideration of short-term and long-term impact.

III. RESPONSIBILITY:

Incumbent provides a major contribution to the development, administration, and implementation of juvenile court determinations and legal actions. Supervision is minimal and generally restricted to interpretations of policies and procedures and discussing results desired. Work is primarily reviewed for soundness of judgment and compliance with legal requirements.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, Department of Child Services, CASA program, Prosecutor's Office, Probation Department, Public Defenders, attorneys, Court Administrator, other courts and judges, and the public, for the purposes of giving and receiving information, supervising and directing assigned personnel, explaining and interpreting policies and procedures, counseling and advising.

Incumbent reports directly to Board of Judges.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment and courtroom, involving sitting/walking at will, sitting for long periods, lifting/carrying objects weighing up to 25 pounds, keyboarding, close/far vision, handling/grasping objects, depth perception, speaking clearly, and hearing sounds/communication. Incumbent may be exposed to irate or hostile individuals.

Incumbent is occasionally required to work extended and evening hours, travel out of town for conferences, sometimes overnight, and respond to emergencies on a 24-hr basis. Incumbent is regularly required to work weekends and on call on rotation.

VI. OTHER:

The Juvenile Magistrate position is an appointive position of the Board of Judges. Specific job duties and job requirements are established at the discretion of the Board of Judges. A person appointed to the Juvenile Magistrate position serves at the pleasure of the Board of Judges, works exclusively for the Board of Judges, and may be terminated by the Board of Judges at any time.

The incumbent is a court employee. All court employees are required to maintain a high ethical standard both at work and outside of work. All court employees are bound by the Code of Judicial Conduct and must ensure that their actions are ethical in compliance with the Code.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Juvenile Magistrate for the Juvenile/Circuit Courts of Delaware County describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes_____ No_____

Approved by Human Resources Director: _____Date_____

Supervisor Signature Date

Reviewed with Employee Date

Employee's Signature (Printed Name) Date

Signed copy to : Human Resources(Original)
Supervisor