



UNITED STATES DISTRICT COURT  
Southern District of Ohio

## VACANCY ANNOUNCEMENT

**POSITION TITLE:** United States Magistrate Judge #10-05  
**LOCATION:** Cincinnati, Ohio  
**TERM OF OFFICE:** Eight years  
**SALARY:** \$160,080 annual salary  
**CLOSING DATE:** April 5, 2010 at 4 p.m.

### POSITION OVERVIEW

A vacancy of a full-time U. S. Magistrate Judge position will occur in the Western Division of the Southern District of Ohio at Cincinnati.

### REPRESENTATIVE DUTIES

The duties of the position are demanding and wide-ranging:

- (1) conduct of most preliminary proceedings in criminal cases;
- (2) trial and disposition of misdemeanor cases;
- (3) conduct of various pretrial matters and evidentiary proceedings.
- (4) trial and disposition of civil cases upon consent of the litigants.

The basic authority of a United States Magistrate Judge is specified in 28 U.S.C. sec. 636.

### QUALIFICATIONS

- \* Be, and have been for at least five years, a member in good standing of the bar of the highest court of a state, the District of Columbia, the Commonwealth of Puerto Rico, the Territory of Guam, the Commonwealth of the Northern Mariana Islands, or the Virgin Islands of the United States, and have been engaged in the active practice of law for a period of at least five years (with some substitutes authorized);
- \* Be competent to perform all the duties of the office; be of good moral character; be committed to equal justice under the law; be patient and courteous; and be capable of deliberation and decisiveness;
- \* Be less than seventy years old; and
- \* Not be related to a judge of the District Court.

### EMPLOYEE BENEFITS

The U. S. District Court offers an excellent working environment. Court employees are entitled to benefits that include participation in the Federal Employees Retirement System, choice of a health benefit plan from several options, life insurance, and Flexible Benefit Program (pre-tax contributions for health care and dependent care expenses), Long Term Disability Plan, and Thrift Savings program with matching funds. The United States District Court is part of the Judicial Branch of the United States Government. All applicants must be U.S. citizens. This position is subject to

mandatory Electronic Funds Transfer for payment of net pay.

A merit selection panel composed of attorneys and other members of the community will review all applicants and recommend to the district judges, in confidence, the five persons it considers best qualified. The court will make the appointment following an FBI full-field investigation and an IRS tax check of the applicant selected by the court. An affirmative effort will be made to give due consideration to all qualified applicants without regard to race, color, age (40 and over), gender, religion, national origin, or disability.

**APPLICANT PROCESS**

Please submit an original application form and 12 copies by the closing date to:

Human Resources Manager  
United States District Court  
103 Potter Stewart U.S. Courthouse  
100 E. Fifth Street  
Cincinnati, OH 45202

The application form can be found on our internet page at [www.ohsd.uscourts.gov](http://www.ohsd.uscourts.gov)

THE COURT IS NOT AUTHORIZED TO REIMBURSE CANDIDATES FOR TRAVEL IN CONNECTION WITH AN INTERVIEW OR PAY FOR ANY RELOCATION EXPENSES. THE U. S. DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER AND VALUES DIVERSITY IN THE WORKPLACE.

Please see the attached administrative Order #09-01 regarding references for MJ applicants.

IN THE UNITED STATES DISTRICT COURT  
FOR THE SOUTHERN DISTRICT OF OHIO

FILED  
JAMES BONINI  
CLERK

09 APR 16 AM 9:31

IN RE: REFERENCES FOR MAGISTRATE JUDGE APPLICATIONS

U.S. DISTRICT COURT  
SOUTHERN DIST. OHIO  
EAST. DIV. COLUMBUS

ADMINISTRATIVE ORDER 09-01

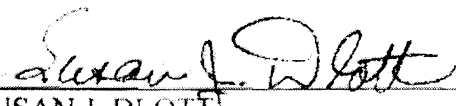
The United States District Court for the Southern District of Ohio adopts the following policies, most of which have been addressed by the Code of Conduct for United States Judges and Advisory Opinions issued by the Judicial Conference Committee on Codes of Conduct.

I. Judges serving on the district court may serve as references for persons seeking appointment to the district court, or to the positions of United States Attorney or United States Marshal. Unless explicitly requested by an appropriate official of the Executive Branch, a United States Senator, the American Bar Association, or a member of a candidate-screening committee appointed by a United States Senator, no Judge of this Court may write a letter of recommendation on behalf of a person seeking the position. (Canon 2, Code of Conduct; Advisory Opinion No. 59, Committee on Codes of Conduct, April 16, 1979, revised July 10, 1998). Judges serving on the district court may, if requested, provide information to such organizations or persons concerning a candidate's qualifications and fitness.

II. With regard to candidates for the position of Magistrate Judge of this Court, no Judge may write letters of recommendation to the Merit Selection Panel designated to review candidates pursuant to the Judicial Conference Guide to Judiciary Policies and Procedures, Vol. III, Chapter 5, Part C, unless such body requests a written evaluation. Judges of this Court may serve as references for candidates seeking an appointment as a Magistrate Judge and may, only if requested, discuss with one or more committee members the qualifications and fitness of such candidate.

It is so **ORDERED**.

Date: April 8, 2009

  
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SUSAN J. DLOTT  
Chief United States District Judge