

**IN THE WAYNE COUNTY COURT OF COMMON PLEAS
DOMESTIC RELATIONS DIVISION**

NOTICE OF JOB VACANCY

TITLE OF POSITION: Magistrate/Staff Attorney

IMMEDIATE SUPERVISOR: Chief Magistrate

NORMAL WORKING HOURS: Monday- Friday 8:00 a.m. - 5:00 p.m.

STARTING SALARY RANGE: \$71,635.20 – \$75,000.00 Salary based on experience

POSITION SALARY RANGE: \$71,635.20 – \$98,134.40

MINIMUM REQUIREMENTS: An appropriate combination of education, training, course work and experience may qualify an applicant to demonstrate required knowledge, skills, and abilities. Graduation from an accredited law school, plus four years of practicing law required. After appointment, willingness and ability to successfully complete all required continuing legal education. Admitted and licensed to practice law in the State of Ohio. Experience in Domestic Relations matters and Mediation is encouraged.

JOB DUTIES

- Presides over all domestic relations hearings. Accepts and evaluates evidence in accordance with established rules of evidence, hears testimony, facts and arguments, rules on objections, and applies statutes and case law. Rules on motions and makes determinations. Relates legal principles to facts and makes a determination. Maintains fairness and impartiality and writes legally defensible decisions. Researches case law, statutes, secondary legal sources, local/evidentiary rules and proposed legislation using hard-copy and computerized research materials.
- Researches case law, statutes, secondary legal sources, local/evidentiary rules and proposed legislation using hard-copy and computerized research materials and analyzes legal decisions, cases and documents.
- Screens and facilitates formal mediation of Domestic Relations and Civil matters before the Court.
- Conducts conferences to encourage settlement of cases or issues. Mediates with parties to assist in reaching agreements.
- Controls and maintains courtroom procedure and conduct on part of attorneys and litigants. Monitors, manages and controls hearing times to ensure that cases are heard in a timely manner.
- Follows-up on attorney requests for information.
- Expand knowledge base regarding new statutes, procedures and case law.
- Maintains record of court proceedings by recording. Marks and keeps track of exhibits.
- Maintains electronic case record in accordance with rules of Civil Procedure and Court Local Rules.

Posting Period:
November 1, 2018 –
November 30, 2018

Contact Person:
James Fox
Court Administrator
Email: jfox@waynecourts.org

Address:
Wayne County Court of Common
Pleas Domestic Relations Division
ATTN: James Fox, Court
Administrator
107 West Liberty Street
Wooster, OH 44691

**Application by resume and
cover letter must be received
by:**
Friday, November 30, 2018 by
4:30pm