



**NOTICE OF VACANCY**

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<b><u>DEPARTMENT:</u></b>	Ashtabula County Court of Common Pleas, General Division, Domestic Relations
<b><u>POSITION TITLE:</u></b>	Magistrate
<b><u>HOURS:</u></b>	Full-time, 40 hours per week, County Benefits
<b><u>ANNUAL SALARY:</u></b>	Commensurate with skills and experience

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Under general direction, the Domestic Relations Magistrate conducts hearings and recommends decisions to the referring judges. The Magistrate is under the direct supervision of the Ashtabula County Court of Common Pleas, General Division Judges.

**QUALIFICATIONS:** Applicant must have been engaged in the practice of law for at least four (4) years and be in good standing with the Supreme Court of Ohio. Active license to practice law in the State of Ohio. Prior experience in Domestic Relations law preferred. Must be able to conduct legal research using Westlaw, Ohio Legal Publications and Rules; communicate legal material clearly in written and oral form; interpret legal documents; follow ethical requirements; and interact well with Judges, Attorneys, Court personnel and the public. An individual who poses a direct threat to the health and safety of himself/herself or others in the workplace will be deemed not qualified for this position. Must pass a background investigation and comply with Ashtabula County’s Drug Free Workplace Policy.

**KNOWLEDGE, SKILLS, AND ABILITIES NEEDED:** Candidate should be familiar with Court procedures and protocol; State and Federal Rules of Evidence; docket management; and legal research techniques. Candidate should also be able to: develop and maintain effective working relationships with judges; communicate effectively in oral and written form; define problems; collect data; establish facts and draw valid conclusions; organize, prioritize, and coordinate multiple tasks; perform legal analysis of case and statutory law; maintain confidentiality.

**GENERAL DUTIES:** The Magistrate will: conduct hearings in-person on behalf of the General Division Judges, hear testimony; rule on evidentiary and procedural matters; admit evidence into the record; attend meetings and trainings to help maintain and increase knowledge and skills; performs additional duties and assignments, as requested.

SEND RESUMES BY FRIDAY, JULY 31, 2022 TO:  
Ashtabula County Court of Common Pleas  
Kathleen Thompson, Court Administrator  
25 West Jefferson Street  
Jefferson, Ohio 44047  
[cpcourtadmin@ashtabulacounty.us](mailto:cpcourtadmin@ashtabulacounty.us)

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