

**CUYAHOGA COUNTY PROBATE COURT**

**NOTICE OF JOB VACANCY**

**TITLE OF POSITION:** Magistrate

**IMMEDIATE SUPERVISOR:** Presiding Judge

**NORMAL WORKING HOURS:** Monday- Friday 8:30 a.m. - 4:30 p.m.; commencing January 3, 2023

**ANNUAL SALARY RANGE:** Salary based on experience

**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 ten years of Probate law experience 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 Probate matters and Mediation is encouraged.

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**ESSENTIAL FUNCTIONS**

- Presides over all probate 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. Maintains fairness and impartiality and writes legally defensible decisions.
- Research 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.
- Conducts conferences to facilitate 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.
- Review daily filings processed by the Clerk's office and the E-File Department for cases you are assigned to.

**OTHER DUTIES AND RESPONSIBILITIES**

- May write articles for local bar publications.
- Speak to schools and community groups presenting seminars to promote public relations and judicial system.

**QUALIFICATIONS AND REQUIREMENTS**

- An appropriate combination of education, training, and experience may qualify an applicant to demonstrate required knowledge and skills. An example of an acceptable qualification is: BA/BS Degree in pre-law or related field and JD.
- Admitted and licensed by the Ohio Supreme Court to practice law for a minimum of ten years (Probate law experience).
- After appointment, willingness and ability to successfully complete 20 hours of continuing legal education annually and any other licensure and certification requirements.
- Obtain Mediation Certification through Ohio Supreme Court.

**APPLICATION PROCEDURE**

Proof of education and employment references will be required before final interview. May require submission to a criminal history background check and drug testing for employment. The selected candidate must successfully complete a probationary period.

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**Posting Period:**

October 12, 2022 through October 24, 2022

**Contact Person:**

Magistrate John R. Homolak  
Court Administrator  
Email: [jhomolak@cuyahogacounty.us](mailto:jhomolak@cuyahogacounty.us)

**Address:**

Cuyahoga County Probate Court  
ATTN: Magistrate John R. Homolak,  
Court Administrator  
1 Lakeside Avenue West  
Cleveland, OH 44113

Letter of interest and resume is due  
Monday, October 24, 2022 at 4:30 p.m.

**THE CUYAHOGA COUNTY PROBATE COURT IS AN EQUAL OPPORTUNITY EMPLOYER AND WILL NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, HANDICAP, AGE, OR ANCESTRY OF ANY PERSON.**