

**Richland County (Ohio) Court of Common Pleas,
Division of Domestic Relations,
has an immediate opening for a Domestic Relations Magistrate.**

POSITION: FULL TIME, Unclassified employee

SALARY: Salary to be determined, as commensurate with experience, and in the range of \$80,000 to \$90,000 annually

BENEFITS: MEDICAL, DENTAL, VISION, RETIREMENT PLAN, LIFE INSURANCE, PAID VACATION, PARENTAL LEAVE, SICK LEAVE

HOURS: MONDAY through FRIDAY from 8:00 am to 4:00 pm

NOTE: Days per week and salary negotiable

Qualifications:

- J.D. and licensed to practice law in the State of Ohio
- Must have at least four (4) years of practice and be in good standing
- Must be familiar with Ohio domestic relations laws and Civil Procedure
- Must treat all coworkers and the public with equality, dignity and respect
- Must possess a sensitive and unbiased judicial demeanor
- Must be able to multitask many cases in a courteous and professional manner
- Must arrive to work on time and ready to begin docket as assigned
- Must possess excellent customer service and communication skills
- Must possess excellent research, writing and analytical skills
- Must have knowledge of Microsoft and basic computer programs

Requirements:

- The Magistrate may hear cases assigned to them including, but not limited to, contested and uncontested divorce/dissolution cases, post-decree matters, domestic violence, parentage and child support cases
- Operate a computer to enter and retrieve case information as well as research
- Conduct court hearings, receive testimony and write decisions and orders
- Other duties as assigned by the Court

Richland County is an equal opportunity employer.

If interested, kindly submit resume to the Court Administrator, Kathleen Nelson, at nelson.k@richlandcourtsch.us. Applications must be received by February 16, 2024.

Thank you.