

LUCAS COUNTY DOMESTIC RELATIONS COURT
429 N. Michigan Street, Ste. A
Toledo, OH 43604

Position Title: Magistrate
Location: Lucas County Domestic Relations Court
Employment Type: Full-Time
Compensation: \$42.80 per hour

Job Overview:

The Magistrate operates under the direct supervision of the Domestic Relations Judges and collaborates closely with the Court Administrator and other court staff. This role is essential for presiding over all domestic relations cases within Lucas County. The Magistrate also provides informed recommendations to the Judges.

Requirements:

Education: Juris Doctor degree.

Experience: A minimum of four years of legal practice.

Licensure: Must be in good standing with the Supreme Court of Ohio at the time of appointment.

Physical: This is not a remote or remote-optional position.

Essential Responsibilities:

- Preside over hearings related to divorce, dissolutions, domestic violence, civil stalking, child support motions, and foreign judgment proceedings as assigned.
- Conduct thorough research to ensure decisions are based on current statutes and relevant case law.
- Maintain expertise in legal research methods, court processes, civil law, rules of civil procedure, rules of evidence, and Ohio court regulations.
- Manage a diverse docket while ensuring high-quality and timely work output.
- Assess credibility of parties and witnesses, and write orders and decisions in compliance with all applicable rules.
- Utilize and stay updated on court-related technology to enhance performance.

Minimum Qualifications:

- Ability to interact effectively with Judges, Magistrates, court staff, attorneys, and the public. Strong relationship-building skills.
- Exercise sound judgment and decisiveness, drawing well-informed conclusions and taking appropriate actions based on available information.

- Ability to adapt and maintain effective performance under pressure, stressful situations, and unexpected developments with composure.
- Proficiency in typing, computer skills, and basic data analysis, with a willingness to learn the court's systems, such as child support software, Zoom, Microsoft365, and the case management system. Strong written communication skills with attention to grammar, punctuation, and spelling.
- Consistent in meeting deadlines, punctuality, and preparedness. Committed to high performance and follow-through.
- Valuing diversity, respecting different perspectives, and supporting fair and equal treatment.

Personal Attributes:

- Honest, trustworthy, and follows direction.
- Dependable, hardworking, and meets workload expectations.
- Positive, self-confident, receptive to constructive criticism, and customer service oriented.
- Effective communicator and listener, respectful in interactions, and adept at handling conflicts.

Special Requirements:

Pre-employment screening required including employment reference and criminal background check. This position is regularly exposed to sensitive information and the Magistrate is expected to keep any such information strictly confidential.

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