

**MUSKINGUM COUNTY COURT OF COMMON PLEAS
DOMESTIC RELATIONS DIVISION
IMMEDIATE OPENING**

DATE: October 22, 2024

DEPARTMENT: Court of Common Pleas - Domestic Relations Division

POSITION TITLE: MAGISTRATE

STATUS: Full Time/Unclassified (40 hours per week)

SALARY RANGE: Negotiable depending on experience

DEADLINE: November 22, 2024

QUALIFICATIONS Must possess a Law Degree with minimum of six years in practice in the State of Ohio, preferably in family law issues. Must be admitted to practice law in the State of Ohio and in good standing at time of application for position and current on all CLE requirements. Shall be a fulltime employee of the Court with no outside private practice. Must be able to pass all pre-employment screenings.

RESPONSIBILITIES: To perform this job successfully, an individual must be able to satisfactorily perform each essential duty listed below, as well as the duties set forth in the complete job description which is available on the Court's website - <https://www.muskingumcountyoh.gov/Agencies/Human-Resources/>

- Conduct trials and motion hearings pursuant to Rule 53, Ohio Rules of Civil Procedure.
- File all decisions as soon as possible and time allows upon the conclusion of the trial.
- Responsible for the docket for Child Support Enforcement Agency actions.
- Issues orders regarding discovery, case scheduling and related pretrial matters.
- Set parenting time, temporary custody and support pursuant to 75(N) Ohio Rules of Civil Procedure.
- Performs duties of other Magistrate as the workload dictates in order to maintain the standards and integrity of the Court.

If interested, send Cover Letter and Resume, either by mail, email or in person by the deadline to:

**MUSKINGUM COUNTY COURT OF COMMON PLEAS
DOMESTIC RELATIONS DIVISION
ATTN: WENDY ROUSH, COURT ADMINISTRATOR
22 N. 5th Street
ZANESVILLE, OHIO 43701
EMAIL: wsroush@muskingumcounty.org**

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