



NOTICE OF VACANCY

DEPARTMENT: Ashtabula County Court of Common Pleas,
General Division, Child Support

POSITION TITLE: Magistrate

HOURS: Full Time, 40 hours per week

SALARY RANGE: \$77,459.20 - \$108,430.40

Under general direction, the Child Support 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. The Child Support Magistrate cannot practice in the Ashtabula County Court of Common Pleas, General Division or Juvenile Court.

QUALIFICATIONS:

Current license to practice law in the State of Ohio, with a minimum of four years of experience as an attorney, and be in good standing with the Supreme Court of Ohio. Prior experience in child support preferred. Must be able to conduct legal research through Westlaw, as well as other Ohio legal publications/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; criminal, domestic, civil and juvenile law; civil and criminal procedure; 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 on behalf of the General Division and Juvenile Court 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 **ONLY (NO COUNTY APPLICATIONS)**, COVER LETTER AND TWO PROFESSIONAL REFERENCES BY **JULY 27, 2025** TO:

Kathleen Thompson, Court Administrator
Ashtabula County Common Pleas Court
25 West Jefferson Street
Jefferson, Ohio 44047
cpcourtadmin@ashtabulacounty.us

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