

MAHONING COUNTY DOMESTIC RELATIONS COURT

120 Market Street, 4th Floor
Youngstown, OH 44503

NOTICE OF VACANCY

Title of Position: Magistrate

Immediate Supervisor: Judge Beth A. Smith/Court Administration

Normal Working Hours: Part-time or full-time

Salary Range: Based on experience and qualifications

Minimum Requirements: The applicant shall have been engaged in the practice of law for at least four years and be in good standing with the Supreme Court of Ohio at the time of appointment.

A. JOB PURPOSE: Enhance court effectiveness by providing judicial support; representing the court to the public, litigants, and witnesses. This is an unclassified position serving at the pleasure of the Judge.

B. JOB DUTIES:

1. The primary purpose of this position is to preside over assigned civil cases, including the following: divorce; dissolution; legal separation; annulment; custody; visitation; child support; spousal support; asset/liability disputes; contempt; and requests for domestic violence civil protection orders.

2. The magistrate will conduct hearings, make rulings on petitions and motions, research and analyze issues relating to assigned cases.

3. The magistrate will facilitate negotiations for potential settlement agreements between the parties.

4. The magistrate will draft legally defensible orders and decisions over which he/she presides. Such orders and decisions shall be timely filed within a reasonable period of time prescribed by the court or rule.

5. Represents the court by communicating and obtaining information; following-up on delegated assignments; knowing when to act and when to refer matters to a supervisor.

6. Maintains the integrity of the court by keeping sensitive case information confidential with the exception of routine case inquiries. The magistrate shall not engage in ex parte communications.

7. Updates legal knowledge by participating in educational opportunities when requested; maintaining personal continuing education requirements.

8. Log and report all documentation necessary to assist court in completion of Title IV-D reports in conjunction with office staff.

9. The foregoing duties are normal for this position. They are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned by the Judge.

APPLICATION REQUIREMENTS:

Submit letter of interest and resume by 4:30 p.m. on Friday, September 19, 2025, to: msalvinocercel@mahoningcountyoh.gov or via regular mail to Michele Salvino Cercel, Asst. Court Administrator, Mahoning County Domestic Relations Court, 120 Market Street, 4th Floor, Youngstown, Ohio 44503.