



## **Judge Cynthia Martin**

595 Ledbetter Road  
Xenia, Ohio 45385  
(P) 937-562-6249 (F) 937-562-6233

### **POSITION DESCRIPTION**

**SALARY:** Commensurate with Experience

**LOCATION:** Xenia, OH

**TITLE:** Magistrate

**JOB TYPE:** Part-Time

**DEPARTMENT:** Common Pleas Court

**DIVISION:** Domestic Relations Division

**OPENING DATE:** October 8, 2025

**CLOSING DATE:** October 22, 2025

### **GENERAL DESCRIPTION**

Under supervision of the Common Pleas Domestic Relations Division Judge, and in cooperation with the Court Administrator, the part-time Magistrate presides over all domestic violence and stalking protection Order matters of the Greene County Common Pleas Court, Domestic Relations and General Divisions. The position requires the application of legal research and the Magistrate's own knowledge and judgment to formulate and issue Magistrate's Decision and Orders, and recommendations to the Judge.

### **TECHNOLOGY USED**

Microsoft Office Suite, Microsoft Outlook Email, Printer, Scanner, Copier, Fax, CourtView, LexisNexis, Digital Court Recorder, Laptop, Puritas Springs Software, Adobe Software, CourtCall

### **ESSENTIAL FUNCTIONS**

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Presides over domestic violence and civil stalking *Ex Parte* and Full Hearings, and any other matters under the jurisdiction of the Domestic Relations Court as assigned.
2. Researches relevant case law to ensure that written opinions and decisions are based upon current statutes and appropriate case law.

3. Exhibits knowledge of legal research methods and sources; court processes; general legal principles; civil law; Rules of Civil Procedure; Rules of Evidence; Local Rules of Court; and rules governing the Courts of Ohio.
4. Effectively manages a large case docket while maintaining work product of exceptional quality.
5. Analyzes, synthesizes, and distinguishes legal concepts and materials.
6. Responds to inquiries from various agencies and/or individuals (e.g. judges, court employees, attorneys, litigants, and general public).
7. Possesses ability to quickly judge the credibility of the parties and witnesses, and render a timely decision.
8. Utilizes and remains up-to-date on all technology available to assist in the functions and performance of the Court.
9. Complies with: the continuing legal education requirements for magistrates as outline in Rule X of the Ohio Supreme Court Rules for the Government of the Bar of Ohio; all requirements for Civ. R. 53; requirements of Rule 19 of the Rules of Superintendence for the Courts of Ohio; financial disclosure requirements of R.C. 102.02 and Jud. Cond. R. 3.15; all aspects of the Judicial Code of Conduct.
10. Completes the Magistrate Orientation Program through the Supreme Court of Ohio Judicial College.
11. Assists in special assignments from the Court.
12. Performs other related duties as required.

#### **MINIMUM QUALIFICATIONS:**

For consideration, candidate must have a Juris Doctor. Must possess and maintain a license to practice law in the State of Ohio. The position requires application of legal research to draft Judgment Entries, Decisions, Orders, Decrees, etc.

Requires the ability to interact with Judges, Magistrates, co-workers, bailiffs, attorneys, Clerk of Courts office, and other county agencies. Must deal professionally with visitors. Develops and maintains effective working relationships with others using strong interpersonal skills to meet mutual goals and objectives.

Proficiency with typing and computer skills. Requires the ability to perform a basic level of data analysis including the ability to review, classify, categorize, prioritize, and/or reference data. Requires the ability to compose various correspondence in a clear, concise manner using correct sentence structure, grammar, punctuation, and spelling.

Personally responsible. Completes work in a timely, consistent manner and is committed to being available during business hours to further organizational goals. Demonstrates regular and punctual attendance and arrive prepared for work. Committed to doing the best job possible and diligently follows through on commitments. Consistently meets deadlines.

Values an inclusive organization where the differences of all people are respected, valued, and utilized towards achieving common goals. Respects and relates well to people from varied backgrounds and understands diverse worldviews. Sensitive to group differences. Sees diversity as an opportunity, respectfully challenges biases and intolerance. Supports equal and fair treatment.

Ability to operate and troubleshoot problems on standard office equipment.

#### **WORKING CONDITIONS:**

Tasks include light physical effort, but may involve some lifting, carrying, pushing, and pulling of objects weighing up to 25 pounds. May require some bending and stooping. Valid driver's license and comprehensive insurance coverage required. Tasks may involve extended period of time at a keyboard or workstation. Indoor work performed in temperatures within a normal comfort zone. Work hours consist of a 40-hour work week. All the above duties and responsibilities are essential job functions subject to reasonable accommodation. All job requirements listed indicate the minimum level of knowledge, skills, and/or abilities necessary to perform the job proficiently. This job description is not to be construed as an exhaustive statement of duties, responsibilities, or requirements. Employees may be required to perform any other job-related tasks as required by supervisor, subject to reasonable accommodation.

#### **EQUAL OPPORTUNITY EMPLOYER:**

The Greene County Domestic Relations Court is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, sexual orientation, genetic information, religion, age, disability or military status in employment or the provision of services.

#### **DRUG FREE WORKPLACE:**

While Ohio has approved medical and recreational marijuana, the law does not require employers to permit or accommodate an employee's use, possession, or distribution of marijuana. Greene County is a drug-free workplace. Employees are required to comply with all applicable local, state, and federal laws regarding drug-free workplaces and while working for the County, will be required to follow the County's drug-free workplace policy. Employees cannot work under the influence of, purchase, transfer, sell, manufacture, deliver, dispense, use, or possess illegal drugs, alcohol, marijuana (medical or recreational), or misuse/abuse prescription drugs in any way.

**BACKGROUND CHECK INFORMATION:**

The final candidates selected for the position will be required to undergo a criminal background check and a pre-employment drug test. Criminal convictions do not necessarily preclude an applicant from consideration for a position. An individual assessment of an applicant's prior criminal convictions will be made before excluding an applicant from consideration. This position is regularly exposed to sensitive information and the incumbent is expected to keep any such information strictly confidential.

**PROBATIONARY PERIOD:**

This position shall have a probationary period of one year from the date of hire. No appointment is final until the appointee has satisfactorily served the probationary period. If the service of the probationary employee is unsatisfactory, the employee may be removed at any time during the probationary period.