

# Medina County Court of Common Pleas

## Domestic Relations Division

### Job Posting

**Position Title:** Trial Magistrate  
**Pay:** (based upon relevant experience)  
**Job Type:** Full Time  
**Reports To:** Chief Magistrate / Court Administrator

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The Magistrate is an at-will employee and serves at the pleasure of the Court; she/he is not in the classified civil service system and is not a member of a bargaining unit. The Court is an Equal Opportunity Employer. We respect and seek to empower each individual and support the diverse cultures, perspectives, skills and experiences within our workforce.

#### **ESSENTIAL FUNCTIONS OF THE POSITION, including but not limited to:**

1. Conduct hearings and trials as assigned by Judge, draft and submit recommendations to Judge.
2. Review motions and recommend rulings, as assigned.
3. Conduct pretrials and case management conferences.
4. Develop case management schedules and orders.
5. Refer appropriate disputes to mediation.
6. Schedule pretrials, hearings, and trials in pending matters.
7. Participate in staff training and development as requested.
8. Research and advise on legal, procedural, and administrative matters as assigned.
9. Participate in community education activities as assigned.
10. Participate in Court initiatives as assigned.

#### **MINIMUM QUALIFICATIONS AND REQUIREMENTS**

1. Law degree from an accredited law school.
2. Good standing with the Ohio Supreme Court.
3. At least four years of experience in the general practice of law.
4. Experience in domestic relations law preferred.
5. Knowledge of court system and procedure.
6. Familiarity with the CSEA and Title IV-D preferred.
7. Knowledge of common office practices, procedures, and equipment.
8. Proficiency in operating a personal computer and using, or being able to learn, Microsoft Office 365 and Word, Outlook, and Excel, and Westlaw.
9. Ability to prioritize work, work independently without daily direct supervision. Must have good time-management skills, be highly organized and detail-oriented.
10. Excellent interpersonal skills including the ability to develop and maintain effective working relationships with Judges, Court employees, lawyers, outside agencies, businesses, and the general public.
11. Ability to maintain sensitive and confidential information.
12. Demonstrated dependability, reliability, and excellent attendance record.
13. Patience, objectivity, maturity, effectiveness under stress, initiative, adaptability, and sound judgment.

#### **BENEFITS**

The Court offers a variety of benefit options depending upon your employment status. In general, benefit options include, comprehensive medical, dental, vision, prescription medical and life insurance, and retirement. Specific details regarding such will be reviewed at the time of hire.