



COURT OF COMMON PLEAS

WAYNE COUNTY

107 W. LIBERTY STREET

WOOSTER, OHIO 44691-4862

NOTICE OF JOB VACANCY

TITLE OF POSITION:	Magistrate/Staff Attorney
IMMEDIATE SUPERVISOR:	Chief Magistrate
NORMAL WORKING HOURS:	Monday- Friday, 8:00 a.m. - 4:30 p.m.
STARTING SALARY:	\$68,000, Negotiable based on experience.
MINIMUM REQUIREMENTS:	An appropriate combination of education, training, course work and experience may qualify an applicant to demonstrate required knowledge, skills, and abilities. Graduation from an accredited law school, plus four years of practicing law required. After appointment, willingness and ability to successfully complete all required continuing legal education. Admitted and licensed to practice law in the State of Ohio. Experience in Domestic Relations matters and Mediation is encouraged.

JOB DUTIES

- Presides over all Domestic Relations hearings. Accepts and evaluates evidence in accordance with established rules of evidence; hears testimony, facts and arguments; rules on objections; and applies statutes and case law. Rules on motions and makes determinations. Relates legal principles to facts and makes a determination. Maintains fairness and impartiality and writes legally defensible decisions.
- Researches case law, statutes, secondary legal sources, local/evidentiary rules and proposed legislation using hard-copy and computerized research materials and analyzes legal decisions, cases and documents.
- Screens and facilitates formal mediation of Domestic Relations and Civil matters before the Court.
- Conducts conferences to encourage settlement of cases or issues.
- Controls and maintains courtroom procedure and conduct on part of attorneys and litigants. Monitors, manages and controls hearing times to ensure that cases are heard in a timely manner.
- Follows-up on attorney requests for information.
- Continuously expands knowledge base regarding new statutes, procedures and case law.
- Maintains record of court proceedings by recording. Marks and keeps track of exhibits.
- Maintains electronic case record in accordance with rules of Civil Procedure and Court Local Rules.

Posting Period: Open until filled. Priority consideration will be given to applications received by Wednesday, April 14, 2021.

To Apply: Submit a cover letter, resume, writing sample, and Wayne County Employment Application via email to jlunsford@waynecourts.org. The Employment Application can be obtained from the following website: <https://www.wayneohio.org/employment-opportunities>.

THE WAYNE COUNTY COURT OF COMMON PLEAS IS AN EQUAL OPPORTUNITY EMPLOYER. ALL QUALIFIED APPLICANTS WILL RECEIVE CONSIDERATION FOR EMPLOYMENT WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, SEXUAL ORIENTATION, GENDER IDENTITY, NATIONAL ORIGIN, DISABILITY OR VETERAN STATUS.