

# **Job Opportunity**

## **Summit County Court of Common Pleas**

### **Domestic Relations Division**

**Job Title:** Magistrate

**Salary Range:** \$75,000 to \$82,846 annually depending upon experience. - Full time, overtime-exempt position with benefits.

**Office:** Domestic Relations Court

**Location:** Summit County Courthouse 205 S. High Street, Akron, Ohio

**Hours:** Monday through Friday - 8:00 AM to 4:00 PM, some alternate or evening or weekend hours may be required.

**To Apply: Send Resume and Cover Letter to VIA EMAIL ONLY TO:**

John P, Quinn, Administrative Judge  
Summit County Domestic Relations Court  
[jquinn@drcourt.org](mailto:jquinn@drcourt.org)

**Deadline for applications: Applications must be received by November 21, 2018 at 4:00 P.M.**

**JOB RESPONSIBILITIES:** The magistrate will handle a high-volume case docket

In that role, the magistrate may hear cases assigned to them including but not limited to uncontested divorce hearings, dissolution hearings, temporary orders hearings, domestic violence, child custody and child support matters. These duties are exemplary and additional job duties may be assigned.

**Essential Job Functions:**

- 1) Operate computer to enter and retrieve case information; view and print documents and case dockets;
- 2) Conduct court hearings- receive testimony and write decisions on matters heard.
- 3) Operate computer to conduct online legal research and type decisions;
- 4) Other duties as assigned by the court

**Minimum Qualifications:**

Admission to practice of law in the State of Ohio. A minimum of four years practice of law is a non-negotiable requirement. Must be familiar with Ohio domestic relations laws and Ohio Rules of Civil Procedure. Excellent customer service and communication skills; ability to handle multiple tasks simultaneously; proficiency in Microsoft Word 2010 or above. Familiarity with Westlaw or Lexis online legal research is a plus.

**Revised posting 11/15/2018**