

**Full-Time Magistrate Job Opportunity  
Summit County Court of Common Pleas  
Domestic Relations Division**

**APPLICATIONS BEING ACCEPTED**

POSITION TITLE: Full-time Magistrate-Float GRADE: N/A  
DEPARTMENT: Common Pleas Court, Domestic Relations Division  
CLASSIFICATION: Exempt / Unclassified  
PAY RANGE: \$88,192 to \$92,215 annually depending upon experience. - Full time, overtime-exempt position with benefits.

APPLICATION DEADLINE: **Wednesday, March 18th at 4:00PM**

LOCALE OF EMPLOYMENT: Summit County Court of Common Pleas  
Domestic Relations Division  
205 South High Street, Akron, Ohio 44308

POSITION SUMMARY: The magistrate will handle a high-volume case docket for matters referred by both Judges. 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, parentage, child custody and child support matters. These duties are exemplary and additional job duties may be assigned.

**JOB DUTIES AND RESPONSIBILITIES:**

1. Conduct court hearings- receive testimony, rule on evidentiary objections and write decisions on matters heard in a timely manner.
2. Operate computer to enter and retrieve case information and to conduct online legal research and type decisions.
3. Facilitate resolution of matters before the court.
4. Conduct *in camera* interviews.
5. Other duties as assigned by the court

REQUIRED QUALIFICATIONS: *J.D.* licensed to practice law in the State of Ohio.

A minimum of four years practice of law is a non-negotiable requirement and provide a Certificate of Good Standing. Must be familiar with Ohio domestic relations laws and Ohio Rules of Evidence and Ohio Rules of Civil Procedure. Excellent customer service and communication skills; ability to handle multiple tasks simultaneously;

KNOWLEDGE, SKILLS, & ABILITIES: Requires superior research, analytical, and writing abilities. Familiarity with Westlaw or Lexis online legal research is a plus. Requires excellent communication skills as well as superior decision-making and problem-solving abilities.

Must have knowledge of Microsoft Office and related programs.

Requires attention to detail, multi-tasking, and concentration to matters with shifting priorities.

Trial Court experience a plus.

PHYSICAL REQUIREMENTS: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Occasionally, the employee is required to stand and/or walk and reach with their hands. The employee must occasionally lift and/or move up to ten pounds.

POSITION TYPE/  
EXPECTED HOURS OF WORK: This is NOT a remote position. This is a full-time position and regular hours of work are Monday through Friday 8:00 a.m. to 4:00 p.m.

APPLICATION: Letter of Interest, Resume, writing sample with a maximum of ten pages, law school transcript, Certificate of Good Standing, and 3 references must be sent via e mail in word/pdf format to: Claire McIntire, Bailiff for Administrative Judge Katarina Cook, at [judgecookscourt@drcourt.org](mailto:judgecookscourt@drcourt.org).

POSTING DATE:

APPLICATIONS ACCEPTED STARTING  
WEDNESDAY, FEBRUARY 25<sup>TH</sup>, 2026

**AN EQUAL OPPORTUNITY EMPLOYER**