

Posted: May 11, 2018

The Wayne County Municipal Court is accepting applications for the position of Magistrate.

See attached overview of the position and requirements.

Applications, cover letters, and resumes must be received by May 25, 2018, and should be directed to:

Karl Kubb

Court Administrator

215 North Grant Street

Wooster, OH 44691

(330) 287-5670

Please **do not** send correspondence via email.

Wayne County, Ohio is an Equal Opportunity Employer.

Wayne County Employment Applications can be obtained at the Wayne County Commissioners Office.
(428 W. Liberty Street – Wooster, Ohio 44691)

Applications can also be downloaded at www.wayneohio.org (please use the employment link)

Requirements and position description:

The position of Magistrate requires five years of experience in the practice of law or its equivalent and a license to practice law in Ohio. The position requires a person who is able and willing to implement and assist in the development of Court policy, who is energetic, positive and team oriented. The Magistrate reports directly to the two Municipal Court Judges.

The Magistrate presides over a variety of legal proceedings; criminal and traffic arraignments, criminal and traffic pre-trials and trials, criminal and traffic sentencings, all civil proceedings including but not limited to, evictions, debtor exams, wage/bank attachments, pre-trials and trials, and all matters small claims. Duties include hearing oral arguments, analyzing arguments, writing opinions, issuing warrants, etc. The Magistrate reviews probable cause affidavits at the Wayne County Jail for approximately an hour on weekends.

The Magistrate **must be** knowledgeable and current in the areas of law within the subject matter jurisdiction of the Municipal Court and **must be** familiar with and abide by the Code of Judicial Ethics and the Supreme Court Rules for the Government of the Judiciary of Ohio.

The Municipal Court recently transitioned to a paperless case management system. The successful candidate **must** demonstrate the ability to utilize a computer/technology and use the current case management system. The successful candidate should also excel in verbal and non-verbal communication, team cohesiveness, and interpersonal skills. The position comprehends the necessity for confidentiality and will demonstrate regular and predictable attendance.

This is a full-time position; Monday through Friday from 7:30 a.m. to 4:30 p.m. with an hour lunch and approximately one hour on the weekends. Salary range is \$63,315.20 to \$98,134.40.