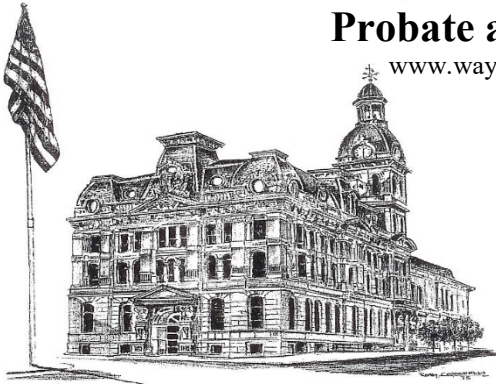


WAYNE COUNTY COURT OF COMMON PLEAS

Probate and Juvenile Divisions

www.wayneprobateandjuvenile.org



107 West Liberty Street

Wooster, OH 44691

Juvenile Court Phone (330) 287-5561

Juvenile Court Fax (330) 287-7731

Probate Court Phone (330) 287-5575

Probate Court Fax (330) 287-7727

Juvenile Probation Phone (330) 287-5560

Probation Fax No. (330) 287-5427

LATECIA E. WILES, JUDGE

EMPLOYMENT OPPORTUNITY:

MAGISTRATE (Full-Time)

The Wayne County Probate and Juvenile Court is seeking to fill an opening for a permanent, full-time Magistrate. The minimum starting salary for this position is \$78,915.20 annually, but a higher starting wage is negotiable based upon prior relevant experience. This position serves at the pleasure of the Judge.

Magistrate Job Duties and Responsibilities (not a comprehensive list):

1. Reviews legal documents for accuracy and necessary elements of the law;
2. Presides over legal proceedings as directed by the Judge, including as to any assigned case types;
3. Confers with attorneys concerning cases;
4. Interprets and applies the law to specific circumstances;
5. Prepares legal decisions, orders, and other documents;
6. Conducts trainings for the Court; and
7. Any other duties which the Judge may assign.

Education and Experience Requirements: License to practice law in the State of Ohio and good standing with the Supreme Court of Ohio; a minimum of four years of prior practice as an attorney.

Applications: Submit an employment application, resume, legal writing sample and cover letter in writing to the Wayne County Probate and Juvenile Court, Attn: Court Administrator, 107 W. Liberty Street, Wooster, Ohio 44691 or via email at courtadmin@waynecourts.org. **You must complete a Wayne County Employment Application and submit it with your resume, writing sample and cover letter in order to be considered for this position.** The application form may be found here: <http://www.wayneohio.org/employment-opportunities>. Complete applications will be reviewed on an ongoing basis. This position will remain open until filled. Applicants will be notified if selected for an interview.

THE WAYNE COUNTY PROBATE AND JUVENILE COURT IS AN EQUAL OPPORTUNITY EMPLOYER.

Date Posted: January 14, 2025; Application Deadline: until filled