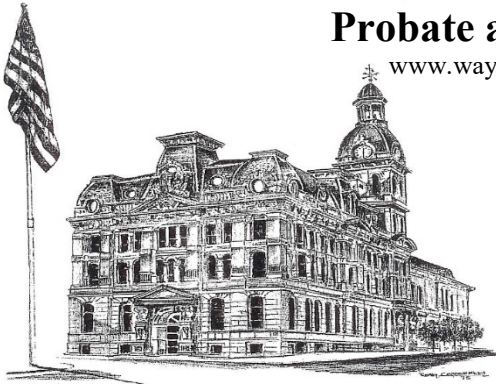


# WAYNE COUNTY COURT OF COMMON PLEAS

## 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 (Part-Time)

The Wayne County Probate and Juvenile Court is seeking to fill an opening for a permanent, part-time Magistrate. The minimum starting salary for this position is \$37.94 per hour, 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](mailto: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**