

CUYAHOGA COUNTY PROBATE COURT

NOTICE OF JOB VACANCY

TITLE OF POSITION:	Magistrate
IMMEDIATE SUPERVISOR:	Presiding Judge/Court Administration/Director of Guardianship Services
NORMAL WORKING HOURS:	Monday- Friday 8:30 a.m. - 4:30 p.m.
ANNUAL SALARY RANGE:	Salary based on experience and qualifications
MINIMUM REQUIREMENTS:	An appropriate combination of education, training, course work and experience may qualify an applicant to demonstrate required knowledge, skills, and abilities. Graduation from an accredited law school, plus four years of practicing law required. After appointment, willingness and ability to successfully complete all required continuing legal education. Admitted and licensed to practice law in the State of Ohio. Experience in Probate matters and Mediation is encouraged.

ESSENTIAL FUNCTIONS

- Preside over guardianship hearings (both minor and adult), minor settlement hearings, trust hearings and conservatorship hearings. Accept and evaluate evidence in accordance with established rules of evidence, hear testimony, facts and arguments, rule on objections, and apply statutes and case law. Rule on motions and make determinations. Maintain fairness and impartiality and write legally defensible decisions.
- Research case law, statutes, secondary legal sources, local/evidentiary rules and proposed legislation using hard-copy and computerized research materials and analyze legal decisions, cases and documents.
- Conduct conferences to facilitate settlement of cases or issues. Mediate with parties to assist in reaching agreements.
- Control and maintain courtroom procedure and conduct on part of attorneys and litigants. Monitor, manage and control hearing times to ensure that cases are heard in a timely manner.
- Review daily filings processed by the Clerk's office and the E-File Department for assigned cases.

OTHER DUTIES AND RESPONSIBILITIES MAY INCLUDE

- Writing articles for local bar publications.
- Speaking to schools and community groups presenting seminars to promote public relations and judicial system.

QUALIFICATIONS AND REQUIREMENTS

- An appropriate combination of education, training, course work and experience may qualify an applicant to demonstrate required knowledge, skills and abilities. An example of an acceptable qualification: BA or BS Degree in pre-law or related field and juris doctorate degree.
- Admitted and licensed by the Ohio Supreme Court to practice law for a minimum of four years.
- After appointment, willingness and ability to successfully complete one judicial college course per year, biannually fulfill 40 hours of continuing education and any other licensure and certification requirements.
- Obtain Mediation Certification through Ohio Supreme Court.

APPLICATION PROCEDURE

Proof of education and employment references will be required before final interview. May require submission to a criminal history background check and drug testing for employment. The selected candidate must successfully complete a probationary period.

Posting Period: Until Filled	Contact Person: Magistrate Jennifer A. Alexander Court Administrator Email: jalexander@cuyahogacounty.gov	Address: Cuyahoga County Probate Court ATTN: Magistrate Jennifer A. Alexander Court Administrator Room 219G 1 Lakeside Avenue West Cleveland, OH 4411
Letter of interest and resume to be submitted to Court Administration.		

THE CUYAHOGA COUNTY PROBATE COURT IS AN EQUAL OPPORTUNITY EMPLOYER AND WILL NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, HANDICAP, AGE, OR ANCESTRY OF ANY PERSON.