

JOB OPPORTUNITY

VAN WERT COURT OF COMMON PLEAS

GENERAL DIVISION / DOMESTIC RELATIONS / JUVENILE COURT

Job Title: Magistrate / Staff Attorney

Salary Range: \$80,000 to \$95,000 annually depending upon experience. Exempt position with benefits.

Office: Common Pleas General Divisions / Domestic Relations / Probate and Juvenile Court

Location: Van Wert Courthouse, 121 E. Main Street, Van Wert, OH 45891 – 70% time
Probate /Juvenile Court Division, 108 E. Main Street, Van Wert, OH 45891 – 30 % time

Hours: Monday through Friday – 8:00 a.m. to 4:00 p.m.

To Apply: Send Resume and Cover Letter to **VIA E-MAIL ONLY TO:**

Martin D. Burchfield, Judge
Van Wert Common Pleas Court
Van Wert Domestic Relations Court
mburchfield@vwcommonpleas.org

Deadline for applications: Applications must be received by July 12, 2019 at 4:00 p.m.

JOB RESPONSIBILITIES: The magistrate / staff attorney will handle a high-volume case docket. In that role, the magistrate may hear cases assigned to them including but not limited to contested and uncontested divorce hearings, dissolution hearings, temporary orders hearings, post decree motions, domestic violence, paternity determinations, probate hearings, child custody, child support matters, civil default hearings and research of pending legal issues and motion decision drafts. These duties are exemplary and additional job duties may be assigned. Proposed start date is November 4, 2019.

Essential Job Functions:

- 1) Operate computer to enter and retrieve case information; view and print documents and case dockets;
- 2) Conduct court hearings – receive testimony and write decisions on matters heard
- 3) Operate computer to conduct online legal research and type decisions;
- 4) Other duties as assigned by the court.

Minimum Qualifications:

Admission to practice of law in the State of Ohio. A minimum of four years practice of law is a non-negotiable requirement. Must be familiar with Ohio domestic relations laws, Paternity laws and Ohio Rules of Civil Procedure. Excellent customer service and communication skills; ability to handle multiple tasks simultaneously; proficiency in Microsoft word. Familiarity with Westlaw online legal research is a plus.