ASHLAND COUNTY JUVENILE PROBATE COURT

POSITION DESCRIPTION

Title: Magistrate/Staff Attorney	**Employment Status:** Full-Time
Reports To: Judge	**Salary:** Commensurate with experience
Civil Service Status: Unclassified	**FSLA Status:** Non-Exempt

Minimum Requirements:

Candidate must be licensed to practice law in the State of Ohio, must be in good standing with the Ohio Supreme Court, and must have at least 4(four) years of experience practicing law in the State of Ohio. Experience in Probate and Juvenile matters is preferred.

Essential Duties and Responsibilities:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

This is an unclassified position, that serves at the pleasure of the Court. This position is responsible for assisting the Judge of the Juvenile and Probate Divisions of the Ashland County Court of Common Pleas with the management of the Court Docket.

1. Requires the ability to exercise judgement and decisiveness involving the evaluation of information. Makes sound, well-informed, and objective decisions promptly. Compares data, information, and input form a variety of sources to draw conclusions, takes action that is consistent with available facts, constraints, and probable consequences. Applies both rational and creative processes to identify unknown root causes of problems. Based on the situation, decides the best course of action, implements the solution, and evaluates the outcome, calculates and evaluates the long-term consequences of a decision.
2. Schedules and presides over hearings, including paternity actions, child support, delinquency, abuse neglect and dependency, juvenile traffic, estates, wills, trusts, civil actions, name changes, guardianships, trusts, structured settlements, minor settlements, civil protection orders, and any other actions that come before the Probate and Juvenile Court.
3. Researches relevant case law to assure that written opinions and decisions are based upon current statutes and appropriate case law. Provides research and writing assistance to the Judge.
4. Prepares or assists with continuance entries; determine if modifications to issued orders are necessary; rules upon objections to requests for continuance and extension based on statutory requirements and fairness.

5. Exhibits knowledge of legal research methods and sources; court processes; general legal principles; civil law; rules of civil procedures; rules of evidence; local rules of court; and rules governing the courts of Ohio.
6. Effectively manages a moderate case docket while maintaining a work product of exceptional quality. Analyzes, synthesizes, and distinguishes legal concepts and materials. Completes all Magistrate Decisions within thirty (30) days of final hearing.
7. Responds to inquiries from various agencies and/or individuals (e.g. judges, court employees, attorneys, litigants, and general public).
8. Possesses ability to quickly judge the credibility of the parties and witnesses and renders a timely decision.
9. Utilizes and remains up-to-date on all technology available to assist in the functions and performance of the Court.
10. Complies with: the continuing legal education requirements for magistrates, as outlined in Rule X of the Ohio Supreme Court Rules for the Government of the Bar of Ohio; all requirements of Civ, R.53; requirements of Rule of Superintendence for the Courts of Ohio 19; financial disclosure requirements of R.C. and Jud. Cond. R.; all aspects of the Judicial Code of Conduct; the Magistrate Mentorship program as required under Rule X of the Government of the Bar
11. Completes the Magistrate Orientation Program through the Supreme Court of Ohio Judicial College. Register and actively participate with the Ohio Association of Magistrates.
12. Review and research legal issues and questions to formulate recommendations on the disposition of motions.
13. Performs all other duties otherwise assigned by the Judge.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned this classification. They are not an exhaustive list of all duties to be performed. Other duties may be assigned.

Knowledge, Qualifications, Skills, and Abilities:

To perform this job successfully, an individual must demonstrate the following:

1. Excellent interpersonal skills and ability to communicate effectively, both orally and in writing, with Judges, staff, court employees, attorneys, litigants, outside agencies and the public.
2. Thorough knowledge of applicable and relevant laws and rules of practice and procedure (e.g., Ohio Revised Code, Ohio Rules of Civil and Criminal Procedure, Local Rules of Court).
3. Proven analytical and legal research skills and attention to detail and accuracy;
4. Ability to conduct legal research.

5. Ability to analyze legal questions from different areas of the law and to formulate and present recommendations to the Judge(s) and to produce work product of exceptional quality.
6. Ability to complete assigned work without specific direction or instruction regarding manner of completion; independently without daily supervision and organize and priorities duties.
7. Ability to work effectively and in a professional manner when under stress and confronted with tight deadlines.
8. Familiarity with Court operations.
9. Effective time management, reliability and punctuality.
10. Ability to maintain sensitive and confidential information and exercise sound discretion.
11. Ability to maintain the highest ethical standards.
12. Proficient in the use of Microsoft Office Applications.
13. Must possess a professional appearance and demeanor at all times.

Education and Experience:

Juris Doctorate (J.D.) degree and admission to the Ohio Bar required, with a minimum of 4 years' experience practicing law or doing similar job duties.

Physical Demands and Work Environment:

The physical demands described here represent those an employee must meet to perform the essential functions of this job. The work environment characteristics described here represent those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires working in a normal Court environment. Frequent contact is made with the Judge, and other employees of the Probate and Juvenile Divisions of the Ashland County Common Pleas Court, attorneys, litigants, other agencies, and the general public. You may be required to lift over 20 lbs. You must be able to maneuver the employees-only back stairs to and from Courtroom 2.

The normal hours of operation are from 8:00 AM to 4:00 PM, Monday through Friday. This position may require some work beyond normal hours, including evenings.

Court Expectations of Employee:

In completing the duties and responsibilities of the position, the Court expects the employee will adhere to all Court policies, guidelines, practices and procedures; act as a role model both inside and outside the Court; exhibit a professional manner in dealing with others; and work to maintain constructive working relationships. In addition, the superiors, colleagues, and individuals inside and outside the Court. Further, the Court expects the employee to demonstrate flexible and

efficient time management, the ability to prioritize workload, the ability to perform duties in a timely, accurate, and thorough manner, and to communicate effectively with the employee's supervisors about work-related issues. The employee is expected to demonstrate predictable and regular attendance.

APPLICATION REQUIREMENTS

Proof of education, bar admission, writing samples, and employment references will be required before final interview. Applicants must submit a letter of interest, resume, and desired salary to the contact below in pdf format:

Regina Theisen
Court Administrator
rtheisen@zoominternet.net

All resumes must be received by November 31, 2026; however, the process of resume review will begin upon application.