WARREN MUNICIPAL COURT

Trumbull County, Ohio

Full-Time Magistrate — Job Posting

Position Summary

Warren Municipal Court is accepting resumes for a full-time Magistrate. The Magistrate serves at the appointment of and is subject to the direction of the Judges and performs judicial and quasi-judicial functions in civil and criminal matters as authorized under Ohio Civ.R. 53, Ohio Crim.R. 19, R.C. 1901.31, and the Local Rules of Practice and Procedure of the Warren Municipal Court. The Magistrate exercises legal judgment, conducts hearings, and issues decisions and orders subject to review by the Court.

Duties and Responsibilities

- Conduct civil pretrial conferences and civil trials
- Preside over Small Claims Division hearings
- Review cases for proper service of process
- Issue case management and discovery orders
- Rule on civil motions, including dispositive motions
- Rule on post-judgment proceedings, including Motions for Revivor and Motions to Vacate
- Preside over collection matters, including garnishments and debtor's examinations
- Preside over eviction proceedings, including First and Second Causes of Action and mobile home forfeitures
- Preside over replevin actions
- Preside over rent escrow proceedings
- Preside over the Judges' criminal docket as required, including arraignments and contested matters
- Preside over Housing Court matters and Housing Court arraignments
- Preside over texting-while-driving arraignments
- Conduct fines and costs reviews
- Conduct legal research on Ohio statutory, procedural, and case law relevant to pending civil and criminal matters
- Prepare clear, well-reasoned magistrate's decisions, orders, findings of fact, and conclusions of law, and other legal writing consistent with Ohio Civ.R. 53 and Crim.R. 19
- Perform such other duties as assigned by the Judge consistent with Ohio law and the Rules of Superintendence for the Courts of Ohio

Minimum Qualifications

- Licensed to practice law in the State of Ohio and in good standing with the Supreme Court of Ohio
- Admission to practice consistent with the eligibility requirements of Ohio Civ.R. 53(C) and Crim.R. 19(C)
- Demonstrated knowledge of Ohio civil and criminal procedure, rules of evidence, and municipal court jurisdiction under R.C. Chapter 1901
- Strong legal research and legal writing skills
- Ability to manage a high-volume docket efficiently and impartially
- Sound judgment, integrity, and adherence to the Ohio Code of Judicial Conduct, including the provisions applicable to magistrates

Knowledge, Skills, and Abilities

- Working knowledge of Ohio Rules of Civil Procedure, Rules of Criminal Procedure, and Rules of Evidence
- Ability to analyze complex legal issues and apply relevant statutory and case law
- Effective oral communication skills for conducting hearings and issuing rulings from the bench
- Ability to draft clear and legally sound written decisions and orders under time constraints

- Professionalism and courtesy in interactions with litigants, attorneys, court staff, and the public

Supervision

This position reports directly to the Judges of Warren Municipal Court and serves at the Judge's pleasure, consistent with Ohio Civ.R. 53(A).

Work Environment

Work is performed primarily in a courtroom and office setting at Warren Municipal Court, Trumbull County, Ohio. The position requires regular, in-person attendance and may occasionally require extended hours to accommodate the Court's docket. Court hours are from 8:00 a.m. to 4:00 p.m.

How to Apply

Interested applicants should submit a cover letter, resume, and three professional references to Warren Municipal Court: Resumes@warrenmuni.us

Warren Municipal Court is an equal opportunity employer.