

**CUYAHOGA COUNTY COMMON PLEAS COURT
GENERAL DIVISION – JOB DESCRIPTION**

Job Title: Magistrate
Department: Foreclosure

Reports To: Chief Magistrate
Starting Salary: \$85,966.40

SUMMARY

This is an unclassified position that serves at the pleasure of the Court. This position is responsible for assisting the judges of the Court of Common Pleas with the review and disposition of civil stalking protection order, foreclosure, partition, and quiet title actions. The position requires the application of legal research and the magistrate’s own knowledge and judgment to formulate recommendations to the judges. Hearings are conducted by the magistrate to obtain evidence and resolve disputes.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

1. Preparing, organizing and reviewing case files set for both tax and non-tax foreclosures and civil stalking protection order cases to determine appropriateness of relief requested, sufficiency of evidence presented and presence of necessary parties.
2. Drafting and reviewing foreclosure decrees, protection orders, and other orders submitted to the Court for accuracy and appropriateness of order and making recommendations to the judges.
3. Scheduling and conducting hearings on Foreclosure and Civil Stalking Protection Order cases (e.g. default, pre-trials, status calls, trials, etc.).
4. Reviewing and researching legal issues and writing opinions and memoranda of law.
5. Responding to inquiries from various agencies and/or individuals (e.g. judges, court employees, attorneys, litigants, title companies and general public).
6. Conducting appropriate case management of cases and resolving matters within appropriate time guidelines.
7. Comply with annual continuing education requirements under Rule X of the Ohio Rules for the Government of the Bar in Ohio and any other mandatory training.
8. Comply with annual registration with the Ohio Supreme Court’s Office of Attorney Services pursuant to Rule 19 of the Ohio Rules of Superintendence.
9. Performing a variety of other related duties as required.

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. Possess excellent interpersonal skills and communicate effectively, both orally and in writing, with judges, department staff, Court Administration, Court employees, attorneys, litigants, outside agencies and the public.
2. In-depth knowledge of applicable and relevant laws and rules of practice and procedure (e.g. foreclosure, partition, quiet title and contract law, the law related to protection orders, Ohio Rules of Civil Procedure, Local Rules of Court, etc.).

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3. Ability to professionally and effectively preside over all hearings.
4. Proven organizational, analytical and legal research skills and attention to detail and accuracy.
5. Ability to complete assigned work without specific direction or instruction regarding manner of completion.
6. Ability to work independently without daily supervision (e.g. docket management, conduct of hearings, formulation of recommendations, etc.).
7. Ability to work effectively and in a professional manner when under stress and confronted with tight deadlines.
8. Ability to organize, guide and direct professional and clerical staff.
9. Demonstrate effective time management, reliability and punctuality.
10. Possess the ability to maintain sensitive and confidential information.
11. Ability to organize and prioritize duties.
12. Proficient in the use of Microsoft Office applications.
13. Possess a professional appearance and demeanor at all times.

EDUCATION and EXPERIENCE

Required: Juris doctor (J.D.) degree and admission to the Ohio Bar required. Minimum of four (4) years of the active practice of law or equivalent experience.

PHYSICAL DEMANDS and WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of 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 generally in a normal Court environment with no unusual demands or exposure to hazardous situations. However, on occasion, the position requires presiding over cases/hearings with challenging and combative personalities. Frequent contact is made with judges, magistrates and other employees of Common Pleas Court, attorneys, litigants, other agencies and the general public.

The normal hours of operation are from 8:30 AM to 4:30 PM, Monday through Friday. This position may require some work beyond normal hours, including evenings and weekends. It also requires travel to the Old Lakeside Courthouse and the Justice Center when necessary.

APPLICATION REQUIREMENTS

Proof of education, bar admission and employment references will be required before final interview. The Cuyahoga County Court of Common Pleas requires submission to a criminal history background check and drug testing for employment. The selected candidate must successfully complete a probationary period. This posting will remain active until the position is filled. However, resumes will begin to be reviewed on February 16, 2026. Applicants must submit a letter of interest and resume to:

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**Cuyahoga County Common Pleas Court
Gregory Popovich, Court Administrator
1200 Ontario Street
Justice Center 11th Floor
Cleveland, Ohio 44113
(e-mail: infosys@cuyahogacounty.gov)**

All applicants will receive notification of their application status. No phone calls or e-mails please. Reasonable accommodation may be available to all employees and applicants; please contact the Director of Human Resources for Cuyahoga County Common Pleas Court at 216-443-8560.

Equal Opportunity Employer- Smoke-free and Drug-free Workplace

Visit the Court's website:

<https://cp.cuyahogacounty.us/court-information/employment/>

or

Cuyahoga County's website:

www.cuyahogacounty.gov