

The Canton Municipal Court

Job Description

Court Magistrate

Department:	Judges Administration	FLSA Status:	Exempt
Division:	Administration	Civil Service Status:	Unclassified
Supervisor:	Chief Magistrate	Employment Status:	Part-Time
Pay Range:	\$68,884 to \$102,496	Work Schedule:	TBD:M-F, 8:00 am - 4:00 pm
Orientation Period:	180 days	*May be required to respond to after hours requests for probable cause/warrants	
Date Established:	April 22, 2010		
Date Revised:	September 20, 2017; December 20, 2019; November 5, 2025		

OVERVIEW: Under the direct supervision of the Chief Magistrate and general Supervision of the Court Administrator, The primary purpose of the Court Magistrate is to assist the Chief Magistrate and Judges of the Court by undertaking specific judicial duties as prescribed by the Supreme Court of Ohio and the Local Rules of Practice of the Canton Municipal Court. The Magistrate may sit as assigned by the Chief Magistrate to preside over Traffic Court Sessions; Minor Misdemeanor Criminal hearings; Small Claims; Forcible Entry & Detainer/Evictions; Damage Hearings; Wage Attachment hearings; Criminal Arraignments; Status Hearings; and Preliminary Hearings. Court Magistrate may assist the Court Administrator in personnel, legal and contractual matters; Conducts staff training on legal and policy matters; Prepares legal memorandum as necessary and assigned; Reviews and approves final recommendations for case expungements and sealings. Understands, adheres and enforces the policies and procedures of the Canton Municipal Court.

SUMMARY OF DUTIES AND RESPONSIBILITIES

1. Preside over minor misdemeanor criminal and traffic cases.
2. Preside over Small Claims cases, evictions, damage hearings, bank/wage attachment hearings and contract cases actions brought before the Court.
3. Make Probable Cause determinations on arrest warrants for local law enforcement agencies.
4. Render decisions on all matters in a timely fashion and consistent with the Rules of Superintendence.
5. Complete written Findings of Fact and Conclusions of Law in a timely manner and consistent with the Rules of Superintendence.
6. Manage exhibits consistent with the Local Rules of Practice for the Canton Municipal Court.
7. Assists the Court Administrator in personnel, legal and contractual matters.
8. Trains Court staff on legal and policy matters.
9. Reviews and makes final recommendations for case expungement and sealing.
10. Compile, maintain and submit monthly and yearly statistical case information pursuant to the Local Rules of Practice and Rules of Superintendence.
11. Assist the Chief Magistrate and Court Administrator in the development of the Court's Annual Report.

SPECIFIC REQUIREMENTS

1. Must possess a Juris Doctor (J.D.); admitted to the Ohio Bar Association; Be in good standing with the Supreme Court of Ohio; and engaged in the practice of law for at least four (4) years.
2. Must be able to read, write, speak and understand the English language.
3. Must possess extensive knowledge, skills and experience with court procedures and functions.
4. Must possess the ability to research complex legal issues.
5. Must be able to define problems, collect data, establish facts and draw valid conclusions.
6. Must have substantial knowledge of both substantive and procedural law.
7. Must be thoroughly proficient with Lexis Nexis and/or Westlaw legal databases.
8. Must be able to complete assigned work in a timely manner with little or no direct supervision.
9. Must be able to make independent decisions when situations warrant such action.
10. Must be able to effectively and efficiently manage time and organize workload.
11. Must be able to accept direction and instruction from supervisor(s) and promote the Court's mission.
12. Must be able to handle sensitive and confidential matters and maintain the confidence of the Court.
13. Must be proficient with Microsoft Office applications.

MINIMUM QUALIFICATIONS

Must possess a Juris Doctor (J.D.) from an accredited Law School; Admission to the Ohio Bar Association; Shall have been engaged in the practice of law for at least four (4) years and be in good standing with the Supreme Court of Ohio at the time of appointment; Prefer some skill and experience in personnel/human resource law.

Qualified applicants may send a letter of interest citing at least minimum qualifications and resume of experience to Chief Magistrate Derek C. McClowry at derek.mcclowry@cantonohio.gov. This employment opportunity will remain active until filled.

The Canton Municipal Court is an Equal Opportunity Employer