Position: Magistrate, Richland County Common Pleas Court, Juvenile Division

Contact Name: Karen Cannon, Chief Magistrate

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Date Posted: 11/18/2026

Start Date: 02/01/2027

Position Location: 411 S. Diamond St., Mansfield, Ohio 44902

Position Description:

Essential Functions, Duties, and Responsibilities:

Efficiently and fairly manage high volume Juvenile Court docket, conduct both in-person and occasional remote court hearings of various types, and maintain order in the courtroom.

Knowledge of relevant statutes, case law, and legislation, including but not limited to, remaining apprised of updates to the Ohio Revised Code, Juvenile, Civil and Criminal Rules of Procedure, Ohio Administrative Code, Ohio Rules of Evidence, and Rules of Superintendence of the Courts of Ohio.

Analyze, evaluate, and rule on motions and the admissibility of evidence.

> Knowledge and ability to issue orders and decisions in, including, but not limited to: pretrial and discovery proceedings; appointments of an attorney or guardian ad litem; ex parte removals; shelter care hearings; detention hearings; temporary orders or extension of said orders; summons and warrants; preliminary conferences; continuances; orders for social histories, physical and mental examinations; order for competency and/or psychological evaluations; proceedings upon application for the issuance of a temporary protection order; and other orders as necessary to regulate proceedings.

Ability to impose sanctions for contempt.

Ability to perform legal research as required by the Judge or demands of the job.

Knowledge and ability to draft legal opinions, findings of fact and conclusions of law, and various other legal memoranda, and recommend final disposition in all matters for Judge's approval.

Familiarity with processes and procedures of Juvenile Court, community resources, and dispositional alternatives.

Ability to maintain availability outside of regular hours for necessary emergency orders.

Ability to read, write, utilize computer applications including the Juvenile Court's case management system and office equipment.

Knowledge and ability to conduct in-camera interviews and competency colloquies of minor children.

Complete other duties as authorized by rule or statue and/or as assigned by the Judge.

Necessary compliance with the Code of Judicial Conduct and Ohio Rules of Professional Conduct, and ability to maintain the highest ethical standards, exhibit patience and professionalism, and ability to maintain confidentiality of sensitive information and exercise sound discretion.

Ability to complete assigned work, prioritize, and organize independently, with attention to detail and accuracy.

Effective time management, reliability and punctuality.

Excellent interpersonal skills and ability to communicate effectively, both orally and in writing, with Judges, court staff, attorneys, litigants, outside agencies and the public.

Brief Description:

Successful candidates shall be able to: efficiently manage a high-volume Juvenile Court docket, including but not limited to, unruly, delinquency, abuse, neglect, and/or dependency, adult contributing, child support, traffic, civil protection orders, and custody matters; conduct hearings; preside over cases; assist in judicial and case management; and, administer justice fairly and impartially pursuant to the requirements of the Ohio Revised Code, Rules of Evidence, Juvenile and Civil Rules of Procedure, and Code of Judicial Conduct.

Job Prerequisites:

Qualifications: Applicants shall have a Juris Doctor degree, at least four (4) years of experience as a practicing attorney, and shall be admitted to the practice of law by the Supreme Court in the State of Ohio and be in good standing.

Application Procedure:

Submit cover letter and resume to the Richland County Court of Common Pleas Court, Juvenile Division, ATTN: Karen Cannon, Chief Magistrate, 411 S. Diamond St., Mansfield, Ohio 44902, or submit electronically to kcannon@rcjcoh.us

Compensation:

Commensurate with experience (*Health, Dental, Vision, and Life Insurance Benefits, Ohio Public Employees Retirement System, Paid Holiday, Sick, Vacation, Personal Leave*)

Job Type: Full Time

Pay Type: Salary