



225 E Washington St.  
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Medina, Ohio 44256

PROBATE COURT:  
(330) 725-9703

JUVENILE COURT:  
(330) 725-9710

Medina County Court  
of Common Pleas,  
Probate & Juvenile  
Divisions is an Equal  
Opportunity Employer

## PROBATE AND JUVENILE DIVISIONS MEDINA COUNTY COMMON PLEAS COURT KEVIN W. DUNN, Judge.

### Immediate Opening for Probate Magistrate

**Location:** Probate Court    **Status:** Permanent Full-time  
**Hours:** 40 hrs. per week    **Pay:** \$85,000 Based on experience  
**Open:** June 9, 2025    **Closing:** When position is filled

### **Position Overview**

Responsibilities include but are not limited to: Conduct hearings on all probate matters, including: applications for appointment of guardian for minors and incompetent adults, and related guardianship proceedings; admission of wills to probate; exceptions to inventories and accounts; other estate proceedings; name change; minor settlements and wrongful death settlements; testamentary and *inter vivos* trust including applications to modify or terminate trusts; applications to appoint or remove trustees; other matters as assigned; Review filings submitted by attorneys and *pro se* individuals for sufficiency and rule on written applications and motions regarding all areas of court practice; Prepare and file written decisions in a timely manner; Research and draft legal memoranda as assigned; Maintain knowledge of statute and state rule changes, including the probate rules and forms, civil rules and rules of superintendence, and educate court personnel when necessary; Update Medina County Local Probate Rules and associated forms when necessary; Review and adjust the cost schedule and fee deposit schedule; Set general policies for matters relating to probate court; Participate in the Juvenile Division drug court and detention hearing rotations; Supply coverage in the Juvenile Division in cases as assigned; Be available to probate court staff to answer questions regarding the court.

### **Qualifications**

Bachelor's Degree; Juris Doctor degree; active Ohio law license in good standing; six years in the practice of law with at least 3 years in Ohio, with demonstrated probate experience.

Must be proficient in typing, general computer operations, and office practices and procedures. Must possess computer knowledge of Microsoft applications to include Word and Excel. Must possess a valid driver's license and be physically able to perform all job-related responsibilities.

**How to Apply:** Email cover letter and resume to:  
Court Administration [PJCapplications@medinacounty.gov](mailto:PJCapplications@medinacounty.gov)  
**No phone calls or walk-ins please.**