

CUYAHOGA COUNTY COMMON PLEAS COURT GENERAL DIVISION – JOB DESCRIPTION

Job Title: Judicial Staff Attorney
Department: Staff Attorney

Reports To: Assigned Judge
Starting Salary: \$59,908.68

SUMMARY

This is an unclassified position that serves at the pleasure of the Court. This position is responsible for assisting one or two Judges of the Court of Common Pleas with the management of their civil and criminal dockets.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

1. Review and research legal issues and questions to formulate recommendations on the disposition of motions;
2. Assist in drafting of legal opinions, findings of fact and conclusions of law and various other legal memoranda;
3. Respond to questions concerning the docket from attorneys and/or the parties;
4. Conduct case management conferences and pre-trials at the request of the assigned Judge(s);
5. Perform 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. Excellent interpersonal skills and ability to communicate effectively, both orally and in writing, with Judges, staff, Court employees, attorneys, litigants, outside agencies and the public;
2. Thorough knowledge of applicable and relevant laws and rules of practice and procedure (e.g., Ohio Revised Code, Ohio Rules of Civil and Criminal Procedure, Local Rules of the Court);
3. Proven analytical and legal research skills and attention to detail and accuracy;
4. Ability to conduct legal research utilizing automated research services and the law library;
5. Ability to effectively manage a large case docket and produce work product of exceptional quality;
6. Ability to analyze legal questions from different areas of the law and to formulate and present recommendations to the assigned Judge(s);
7. Strong negotiation skills in order to conduct case management conferences and pre-trials and work with attorneys and civil parties to negotiate settlements and resolve legal issues;
8. Ability to complete assigned work without specific direction or instruction regarding manner of completion;
9. Ability to work independently without daily supervision and organize and prioritize duties;
10. Ability to work effectively and in a professional manner when under stress and confronted with tight deadlines;
11. Familiarity with Court operations;
12. Effective time management, reliability and punctuality;
13. Ability to maintain sensitive and confidential information and exercise sound discretion;
14. Ability to maintain the highest ethical standards;

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- 15. Proficient in the use of Microsoft Office applications;
- 16. Must possess a professional appearance and demeanor at all times.

EDUCATION and EXPERIENCE

Juris Doctor (J.D.) degree and admission to the Ohio Bar required.

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 in a normal Court environment with no unusual demands or exposure to hazardous situations. Frequent contact is made with the assigned Judge(s), 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.

APPLICATION REQUIREMENTS

Proof of education, bar admission, writing samples 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 an evaluation period. Applicants must submit a letter of interest and resume to:

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

No phone calls or e-mails please. Reasonable accommodation is available to all employees and applicants. If you have a disability that needs to be accommodated, 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 following websites:

<http://cp.cuyahogacounty.us/internet/News.aspx> or www.cuyahogacounty.us