



Hamilton County, Ohio  
Court of Common Pleas  
**Job Opportunity**  
An Equal Opportunity Employer

Posting Number: 42-31  
Date Posted: September 23, 2021  
Deadline to Apply: Open Until Filled

**POSITION: Law Clerk**

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**DEPARTMENT:** Hamilton County Court of Common Pleas – Judge Jennifer Branch  
**LOCATION:** 1000 Main Street, Cincinnati, OH 45202  
**WORK HOURS:** Full-time; 70 hours bi-weekly (*Normal work hours are 8:00 a.m. - 4:00 p.m., Monday – Friday; however, the position may require some work beyond normal hours.*)  
**FLSA STATUS:** Salaried/Not covered by FLSA  
**SALARY:** \$2,003.91 Bi-weekly

Listed below are the **QUALIFICATIONS** for the position:

A Juris Doctor degree from an accredited law school and licensed as an attorney.  
An individual judge may impose additional requirements.

Listed below is a summary of the **JOB DUTIES:**

The Law Clerk assists in courtroom operations under the direction of the assigned judge. This position involves advanced legal research and writing and various administrative duties. Performs advanced legal research on legal questions and issues for the judge. Prepares written reports with research findings. Schedules cases on the court's docket. Answers telephone inquiries into the courtroom. Keeps civil case cards up-to-date on a daily basis. Contacts attorneys concerning court dates and pending cases. Assists the Bailiff in maintaining proper courtroom atmosphere. Maintains confidentiality. Performs, when necessary, the duties of the Bailiff in his/her absence. Performs related work as required.

**HOW TO APPLY FOR THE POSITION:**

Please send a cover letter, resume, and writing sample by e-mail, fax or mail.

**E-mail:** [HRCourt@cms.hamilton-co.org](mailto:HRCourt@cms.hamilton-co.org)  
**Fax:** (513) 946-5809  
**Mail:** Hamilton County Courthouse  
ATTN: Krista Ventre  
1000 Main Street, Room 410  
Cincinnati, OH 45202