



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

Posting Number: 42-55
Date Posted: November 9, 2023
Deadline to Apply: Open Until Filled

POSITION: Law Clerk

DEPARTMENT: Hamilton County Court of Common Pleas – Visiting Judge courtroom
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: \$2,451.73 Bi-weekly

Highly Competitive Employee Benefits Package and Generous Paid Time Off

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
Fax: (513) 946-5809
Mail: Hamilton County Courthouse
ATTN: Krista Ventre
1000 Main Street, Room 410
Cincinnati, OH 45202