



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

Posting Number: 42-56
Date Posted: February 5, 2024
Deadline to Apply: Open Until Filled

POSITION: Staff Attorney

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: \$65,976 Annually

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 Staff Attorney assists in courtroom operations under the direction of the assigned judge. This position involves performing advanced legal research and writing, maintaining a docket of over 300 civil cases, and completing various administrative duties timely. The Staff Attorney writes memoranda, drafts decisions, simple entries, bench briefs, and jury instructions; conducts research on civil and criminal law; schedules cases on the court's docket; answers email or telephone inquiries, conducts case management conferences when the judge is not available, and performs related work as required. Ability to communicate in writing and orally with attorneys and courthouse personnel is essential. During trials and court proceedings, the Staff Attorney is responsible for managing the jury and assists the Bailiff in maintaining proper courtroom atmosphere. The Staff Attorney must maintain confidentiality. When the Bailiff is absent, the Staff Attorney may be required to perform the duties of the Bailiff.

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