



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

Posting Number: 42-58  
Date Posted: February 5, 2024  
Deadline to Apply: Open Until Filled

**POSITION: Staff Attorney REVISED 5/28/24**

**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:** \$80,000 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 advanced legal research and writing and various administrative duties.

**Essential Functions**

- 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.
- Prepares monthly case reports for the Ohio Supreme Court.
- Contacts attorneys concerning court dates and pending cases.
- Assists the Bailiff in maintaining proper courtroom atmosphere.
- Maintains confidentiality.

**Marginal Functions**

- Performs, when necessary, the duties of the Bailiff in his/her absence.
- Performs related duties as required.

**Positions Supervised**

None.

### ***Knowledge, Skills and Abilities***

- Knowledge of both substantive and procedural law.
- Knowledge of state laws, established precedents and sources of legal reference.
- Advanced knowledge of court practices and procedures.
- Advanced knowledge of legal terminology and concepts.
- Ability to communicate effectively in written and oral form.
- Ability to research complex legal problems or questions and to apply legal principles.
- Ability to read, analyze and interpret complex legal documents.
- Ability to conduct legal research through utilization of Westlaw or Lexis Nexis.
- Ability to represent the court in a respectful manner.
- Ability to analyze, appraise and organize facts, evidence, legal documentation, and precedents in assigned cases.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to establish and maintain effective working relationships with other Court employees, employees from other agencies, attorneys, and the general public.
- Knowledge of personal computers and programs associated with same.
- Ability to effectively multi-task and determine priority of work.
- Must maintain confidential information as required.
- Ability to operate standard office equipment including computer, copier, calculator, and fax machine.

### ***Working Conditions***

Moderate noise in courtroom setting.

### ***Physical Demands***

- Work involves a significant amount of standing, walking, sitting, talking, listening, stooping, crouching and reaching with hands and arms.
- Ability to transfer up to 20 pounds.
- Ability to sit continuously at a computer terminal or in the courtroom for periods of up to two hours.
- Ability to reach into file drawers in standard four-drawer filing cabinets.
- Visual ability sufficient to effectively operate a copier, fax machine and a computer terminal, and to read reports, correspondence and instructions.
- Hearing ability sufficient to converse with other individuals, both in person and by telephone.
- Speaking ability sufficient to communicate effectively with other individuals in person and by telephone.
- Ability to read and prepare reports with recommendations.

### ***Communications***

Conveys and receives information in person and over the telephone, as well as by automated means.

## **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