



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

Posting Number: 42-64  
 Date Posted: May 30, 2024  
 Deadline to Apply: Open Until Filled

**POSITION: Commercial Docket Staff Attorney**

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**DEPARTMENT:** Hamilton County Court of Common Pleas  
**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 Commercial Docket Staff Attorney assists in managing the docket, legal research, and writing under the direction of the assigned Commercial Docket Judges. This position also involves various administrative duties.

**Essential Functions**

- Researches legal issues, procedures, and issues for the judges.
- Writes memoranda, bench briefs, draft decisions, entries, and other documents as needed. Is familiar with the Supreme Court of Ohio Writing Manual.
- Keeps judges up to date on requests for conferences, pending motions, and brings urgent matters to the judges' attention. This includes reviewing emails, phone calls, and recent filings at least daily, or more often as required.
- Schedules matters on the court's docket and drafts corresponding entries, and notifying counsel/parties within the appropriate time and in the appropriate manner
- Manages the courtrooms during arguments, hearings, trials when needed.
- Maintains electronic and paper files and keeps records for all cases.
- Answers inquiries made about the Commercial Docket.
- Is organized, completes assignments on time, works efficiently, and is able to prioritize work.
- Maintains confidentiality and does not communicate with parties or attorneys ex parte.

**Marginal Functions**

- Performs related duties as required.

**Positions Supervised**

None.

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

- Knowledge of both substantive and procedural law.
- Knowledge of statutes, case law, rules of civil procedure, Ohio Court rules, established precedents, and all sources of legal research.
- 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 and other approved research tools.
- 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, self-represented litigants, and the general public.
- Knowledge of desktop and laptop 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, 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, typing, reading, 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 or more.
- Ability to reach into file drawers in standard four-drawer filing cabinets.
- Visual ability sufficient to effectively operate a computer, copier, fax machine, and to read documents, evidence, computer screen, 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, in writing, and by telephone.
- Ability to read and prepare memoranda, emails, notes, decisions, entries, and instructions.

### ***Communications***

Conveys and receives information in person, over the telephone, by videoconferencing, and in writing.

## **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