



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

Posting Number: 42-100  
Date Posted: March 13, 2026  
Deadline to Apply: Open Until Filled

**POSITION: Court Staff Attorney**

**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/Exempt  
**SALARY:** \$80,574 – 118,077 Annually

Highly Competitive Employee [Benefits Package](#) and Generous Paid Time Off

Listed below are the MINIMUM QUALIFICATIONS for the position:

- Juris Doctor degree from an accredited law school
- Admission to the Ohio Bar in good standing.
- Demonstrated proficiency in legal research tools and methodologies.
- Exceptional legal writing and analytical skills, with the ability to present complex information clearly and concisely.
- Strong organizational skills and the ability to manage multiple priorities under tight deadlines.
- Excellent interpersonal skills, with the ability to work collaboratively with administrative staff, judges, attorneys, other court staff and the public.

**Preferred Qualifications**

- Prior experience as a judicial law clerk, court attorney or in a litigation-focused legal role.
- Familiarity with Court Administration, case management systems and judicial procedures.
- Knowledge of specialized areas of law relevant to the Court’s jurisdiction.

Listed below is a summary of the JOB DUTIES:

The Court Staff Attorney serves as a key legal advisor and researcher for the court, working under the direct supervision of the Court Administrator and in close collaboration with the Deputy Court Administrator, Judges and other court personnel. This position is responsible for providing high-level legal analysis, drafting judicial documents, and assisting in the development of court policies and procedures. The Court Staff Attorney plays a vital role in ensuring that the court operates efficiently, adheres to applicable laws and rules, and delivers fair, timely, and consistent justice to the public. The Court Staff Attorney is also responsible for onboarding Judicial Staff Attorneys, developing and updating standardized forms and entries, the Court’s Educational Programming, and may be assigned special projects as needed.

### ***Essential Functions***

- Assists in the development, review, and implementation of court policies, administrative procedures, and operational guidelines.
- Supports the Court Administrator in strategic planning, workload analysis, and process improvement initiatives.
- Monitors and interprets legislative changes, court local rule amendments, and emerging legal trends that may impact court operations.
- Provides training and guidance to court staff on legal procedures, case management practices, and compliance requirements.
- Provides educational programming to judges, court staff and the public.
- Conducts thorough legal research on statutes, case law, administrative rules, and procedural guidelines to support administrative and judicial decision-making and stays current on appellate law, legislation, and Supreme Court of Ohio Rules affecting courts and judicial staff.
- Coordinates Court's response to public records requests.
- Coordinates with attorneys, litigants, and external agencies to facilitate case flow and resolve procedural issues.
- Maintains strict confidentiality of sensitive information and upholds the highest ethical and professional standards.
- Performs special projects and related duties as assigned.

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

- Ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.
- Ability to utilize consulting and advisory data and information, as well as reference, descriptive and/or design data and information as applicable.
- Ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.
- Ability to apply principles of logical or synthesis functions; to deal with several concrete and abstract variables; and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.
- Ability to exercise judgment, decisiveness and creativity in critical and/or unexpected situations involving moderate risk to the organization.

### ***Job Competencies Integral to Position***

- Knowledge, Skills and Abilities:  
Possesses, acquires, and maintains the technical/professional expertise required to do the job effectively. Technical/professional expertise is demonstrated through problem solving, applying professional judgment, and competent performance. Highly organized.
- Decision Making/Problem Solving:  
Makes sound, well-informed, and objective decisions in a timely manner. Compares data, information, and input from a variety of sources to draw conclusions; takes action that is consistent with available facts, constraints, and probable consequences. Calculates and evaluates the long-term consequences of a decision.
- Stress Tolerance:  
Maintains effective performance under pressure; handling stress in a manner that is acceptable to others and to the organization.

- Teamwork:  
Works effectively in a team environment to accomplish organizational goals. Builds constructive working relationships with interested stakeholders to identify and meet mutual goals and objectives.
- Cultural Competence:  
Values an inclusive organization where the differences of all people are respected, valued and utilized towards achieving common goals. Respects and relates well to people from varied backgrounds, understands diverse worldviews, and is sensitive to group differences; sees diversity as an opportunity, respectfully challenges bias and intolerance. Supports equal and fair treatment.
- Communication:  
Clearly conveys and receives information and ideas through a variety of mediums to individuals or groups in a manner that engages the listener, helps them understand and retain the message and invites response and feedback. Keeps others informed as appropriate. Demonstrates effective written, verbal and listening skills.
- Collaboration:  
Develops and maintains effective working relationships with coworkers and stakeholders through the use of strong interpersonal skills to meet mutual goals and objectives. Obtains cooperation from others; seeks and encourages teamwork.
- Dependability and Reliability:  
Personally responsible; completes work in a timely, consistent manner; is committed to being available during business hours to further organizational goals; demonstrates regular and punctual attendance; arrives prepared for work; is committed to doing the best job possible; diligently follows through on commitments and consistently meets deadlines.

### ***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.
- Must be able to transfer up to 20 pounds.
- Ability to sit continuously at a computer 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, 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.
- Performance of essential functions requires exposure to accused and convicted criminal offenders.

### ***Communications***

Conveys and receives information in person, over the telephone, and thru electronic communication.

## 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