Hamilton County, Ohio
Court of Common Pleas
Job Opportunity

An Equal Opportunity Employer

Posting Number:	42-107
Date Posted:	November 16, 2026
Deadline to Apply:	Open Until Filled

POSITION: 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/Not covered by FLSA
SALARY: $84,872 Annually ($90,609 annually if practicing attorney for 5 or more years)

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.

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
Fax: (513) 946-5809

Mail: Hamilton County Courthouse
ATTN: Krista Ventre
1000 Main Street, Room 410
Cincinnati, OH 45202