



## Ohio Second District Court of Appeals

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### POSITION DESCRIPTION

**POSITION TITLE:** Administrative Staff Attorney

**Pay Step:** Based on experience

**FLSA Status:** Exempt

**Division:** Administration

**Date Created:** 2016

**Reports to:** Court Administrator

**Date Revised:** 2021

### POSITION SUMMARY

The Administrative Staff Attorney manages the court's substantive motions and original actions dockets and provides other legal support to the Judges, the Court Administrator, and the Deputy Court Administrator. The Administrative Staff Attorney conducts legal research, writes memoranda and decisions, and screens all new cases for compliance with jurisdiction requirements.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Review all new appeals to determine the court's jurisdiction relating to finality and timeliness. Research legal issues and make recommendations to the court about whether to issue show cause orders. Track and review parties' responses to orders and make recommendations to the court regarding how to resolve jurisdictional issues. Draft and finalize entries.
- Manage the court's procedural and substantive motions docket in collaboration with the Deputy Administrator. Research legal issues raised in motions, track parties' responses, and prepare oral and written recommendations for the court.
- Participate in weekly motions' conferences with judges and present recommendations regarding pending motions and original actions. Coordinate telephone conferences and hearings to address motions requiring immediate attention.
- Manage original actions filed with the court in collaboration with the Administrative Judge. Research legal issues, track parties' responses, and make recommendations to assigned panel. Draft and finalize the court's decisions.
- Research and advise the court on policy matters at the request of a judge or the Court Administrator.

- Respond to inquiries about appellate procedure from judges, staff, attorneys, clerks, and the public.
- Cooperate with the judges, administrators, and co-workers to accomplish the court's work in the most efficient way possible.
- Perform other duties as requested by a judge or the Court Administrator.

## **SUPERVISORY RESPONSIBILITIES**

No supervisory responsibilities.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Excellent interpersonal skills and ability to communicate effectively, both orally and in writing, with judges, staff, and the public.
- Thorough knowledge of applicable and relevant Ohio laws and rules of practice and procedure.
- Ability to analyze substantive and procedural questions arising out of a broad range of legal subject matter.
- Proven analytical and legal research and writing skills.
- Familiarity with court operations and procedure.
- Effective time management and strong organizational skills including the ability to manage competing priorities.
- Ability to complete assigned work within given deadlines without specific direction or instruction regarding manner of completion.
- Ability to maintain sensitive and confidential information.
- Ability to maintain effective, professional work relationships with co-workers and judges.
- Proficient in Microsoft Office Word, Outlook, and Excel, on-line legal research, and the ability to learn the court's case management software.
- Regular, reliable, and punctual adherence to work schedule.
- Professional demeanor and appearance.

## **QUALIFICATIONS AND EXPERIENCE**

A qualified candidate must be an attorney admitted to practice in the State of Ohio and in good standing with the Ohio Bar. This position requires exceptional legal research and writing abilities and excellent interpersonal and organizational skills. Qualified applicants will have a minimum of three years legal experience and a demonstrated interest in appellate law and legal procedure. Prior experience working as a judicial law clerk, particularly in an appellate court, is strongly preferred.

## **SALARY**

The salary starts at \$76,218 but may be adjusted depending on experience and qualifications. The Ohio Second District offers a generous State of Ohio compensation package which includes annual salary review; health, vision, dental, and life insurance; participation in the state retirement plan (OPERS); paid vacation, personal, and sick leave; and flex time and “hybrid” remote work options.