

**STAFF ATTORNEY
OTTAWA COUNTY COURT OF COMMON PLEAS**

About the Office: The Ottawa County Court of Common Pleas is a single-judge general division court that also has domestic relations jurisdiction. The Ottawa County Court of Common Pleas has a Juvenile Division and a Probate Division, which is separate of the General Division.

Qualifications: Applicants must have a J.D. degree, and he or she must be duly licensed and authorized to practice as an attorney under the laws of the State of Ohio. Applicants must be active members in good standing of the bar. While not required, post-J.D. experience is desirable.

Preferred Qualifications: Applicants should have proven research and writing abilities. Applicants must demonstrate analytical ability, good judgment, and excellent communication and courtroom skills. Applicants must exhibit the ability to work in a supportive and professional manner with other attorneys, support staff, and client agencies.

Primary Responsibilities: include research and writing (*i.e.*, decisions and orders; judgment entries; motions for summary judgment; motions to dismiss; findings of fact & conclusions of law; and drafting of memoranda) in civil, criminal, domestic, juvenile & probate matters. Daily consultation with judge, ongoing communication with counsel, and participation in conferences with judge and counsel. Act as bailiff during criminal and civil trials, or hearings. Provide assistance to visiting judges, including research and writing.

Duties and Responsibilities: Working under the supervision of the judge, assists with general division court docket and performs legal actions as directed:

- Responsible for legal research on pending court cases or legal matters.
- Assist judge with monitoring new laws.
- Assist judge in court hearings or trials.
- Assist with preparation of judgment entries, orders, notices and other entries as requested.
- Assist with writing decisions (*i.e.*, motions to dismiss, motions for summary judgment, judgment on the pleadings, findings of fact and conclusions of law).
- Assist with the management and maintenance of the civil case docket (product liability, torts, workers compensation, foreclosures, administrative appeals, complex litigation and other civil cases) which includes responding to miscellaneous motions and pleadings (*i.e.*, declaratory judgment actions).
- Assist with the management and maintenance of the criminal case docket which includes miscellaneous motions and pleadings (*i.e.*, judgment entries, decisions, orders).
- Assist with preparation of written jury instructions.
- Assist as bailiff during jury trials, bench trials, and hearings.
- Assist with the management and maintenance of the domestic relations case docket which includes responding to miscellaneous motions and pleadings (*i.e.*, findings of fact and conclusions of law, magistrate's decisions, and objections to the magistrate's decision).
- Preparing memorandums prior to, or following hearings, concerning facts and law.
- Maintain ongoing contacts with attorneys, litigants and court users.
- Monitor all appeals of cases from this court.
- Assist with past due cases by reviewing those with no activity and determining how best to proceed.
- Assist with creating and revising various Court legal procedures and local rules.

- Assist with Ottawa County Juvenile and Probate Court matters on an as needed basis, including preparation of judgment entries, orders, notices, or decisions on motions.

Knowledge, Skills and Abilities: The staff attorney is expected to possess the following knowledge, skills and abilities:

- Juris Doctorate degree.
- Ability to effectively communicate verbally and in writing with staff and public.
- Strong organization skills and ability to manage multiple tasks.
- Willingness to accept responsibility for challenging projects.
- Advanced knowledge of personal computers and Microsoft Office software.
- Proficiency with Lexis-Nexis and Westlaw research materials, including on-line services.

Hours and Benefits: The staff attorney should expect to be assigned a case load of civil, criminal and administrative cases. This is a full time position and precludes the private practice of law. Salary and benefits, similar to those of comparably experienced attorneys employed by courts will be determined commensurate with qualifications and experience. Full-time is thirty-seven hours per week. Courthouse hours are Monday through Friday, 8:30a.m.until 4:30p.m. One hour paid lunch. Health, dental, vision, prescription and life insurance are available.

The Ottawa County Court of Common Pleas is an Equal Opportunity/Reasonable Accommodation Employer. It is the policy of the Court to achieve a drug-free workplace and the person selected will be required to pass a drug test to screen for illegal drug use prior to final appointment. Employment is also contingent upon the satisfactory completion of a background investigation.

The Ottawa County Court of Common Pleas welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons. The Court is firmly committed to satisfying its affirmative obligations under the applicable federal law, to ensure that persons with disabilities have every opportunity to be hired and advanced.