

**CUYAHOGA COUNTY COMMON PLEAS COURT  
GENERAL DIVISION – JOB DESCRIPTION**

**Job Title:** Judicial Staff Attorney  
**Department:** Staff Attorney

**Reports To:** Assigned Judge  
**Salary Range:** \$71,760.00 - \$76,232.00

**SUMMARY**

This is an unclassified position that serves at the pleasure of the Court. This position is responsible for assisting one or two Judges of the Court of Common Pleas with the management of their civil and criminal dockets. All resumes submitted are kept on file in the event of a vacancy with a particular Judge(s).

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

1. Review and research legal issues and questions to formulate recommendations on the disposition of motions;
2. Assist in drafting of legal opinions, findings of fact and conclusions of law and various other legal memoranda;
3. Respond to questions concerning the docket from attorneys and/or the parties;
4. Conduct case management conferences and pre-trials at the request of the assigned Judge(s);
5. Perform a variety of other related duties as required.

*The above statements describe the general nature and level of work performed by individuals assigned to this classification. They are not an exhaustive list of all duties. Other duties may be assigned.*

**KNOWLEDGE, QUALIFICATIONS, SKILLS and ABILITIES**

To perform this job successfully, an individual must demonstrate the following:

1. Excellent interpersonal skills and ability to communicate effectively, both orally and in writing, with Judges, staff, Court employees, attorneys, litigants, outside agencies and the public;
2. Thorough knowledge of applicable and relevant laws and rules of practice and procedure (e.g., Ohio Revised Code, Ohio Rules of Civil and Criminal Procedure, Local Rules of the Court);
3. Proven analytical and legal research skills and attention to detail and accuracy;
4. Ability to conduct legal research utilizing automated research services and the law library;
5. Ability to effectively manage a large case docket and produce work product of exceptional quality;
6. Ability to analyze legal questions from different areas of the law and to formulate and present recommendations to the assigned Judge(s);
7. Strong negotiation skills in order to conduct case management conferences and pre-trials and work with attorneys and civil parties to negotiate settlements and resolve legal issues;
8. Ability to complete assigned work without specific direction or instruction regarding manner of completion;
9. Ability to work independently without daily supervision and organize and prioritize duties;
10. Ability to work effectively and in a professional manner when under stress and confronted with tight deadlines;
11. Familiarity with Court operations;
12. Effective time management, reliability and punctuality;
13. Ability to maintain sensitive and confidential information and exercise sound discretion;

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- 14. Ability to maintain the highest ethical standards;
- 15. Proficiency in Microsoft Office applications; ability to learn and work with the custom software utilized within the Court;
- 16. Ability to work remotely and use remote conferencing applications, e.g. Zoom;
- 17. Professional appearance and demeanor at all times.

**EDUCATION and EXPERIENCE**

Juris Doctor (J.D.) degree and admission to the Ohio Bar required.

**PHYSICAL DEMANDS and WORK ENVIRONMENT**

The physical demands described here represent those that an employee must meet to perform the essential functions of this job. The work environment characteristics described here represent those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires working in a normal Court environment with no unusual demands or exposure to hazardous situations. Frequent contact occurs with the assigned Judge(s), magistrates and other employees of Common Pleas Court, attorneys, litigants, other agencies and the general public.

The normal hours of operation are from 8:30 AM to 4:30 PM, Monday through Friday. This position may require some work beyond normal hours, including evenings and weekends.

**COURT EXPECTATIONS OF EMPLOYEE**

In completing the duties and responsibilities of this position, the Court expects the employee will adhere to all Court policies, guidelines, practices and procedures; act as a role model both inside and outside the Court; perform duties as workload necessitates in a timely, accurate and thorough manner; be conscientious about meeting department productivity standards; and communicate regularly with the Court Administrator about department issues.

*Employee hereby acknowledges having received a position description and understands the duties, responsibilities, qualifications and requirements for this position. Employee further recognizes that the above information is not an exhaustive list and may be supplemented or changed at any time.*

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**Employee's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Witness**

\_\_\_\_\_  
**Date**

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