



Ohio Second District Court of Appeals

POSITION DESCRIPTION

POSITION TITLE: Administrative Staff Attorney

Pay: Based on experience

FLSA Status: Exempt

Division: Judicial

Date Created: 2016

Reports to: Court Administrator

Date Revised: February 2018

Salary Range: \$72,000 - \$92,500

POSITION SUMMARY

The Administrative Staff Attorney provides document review support to the judges, judicial law clerks, and judicial secretaries prior to the release of opinions and judgment entries. The Administrative Staff Attorney oversees the weekly opinion release process and the publishing of the court's opinions with the Ohio Supreme Court.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Proofread opinions, final judgment entries, and case summaries prior to release. Review opinions and final documents for consistency and accuracy. Identify issues with spelling, grammar, punctuations, syntax, citation form, document format, and adherence to the court's opinion style and the Ohio Supreme Court's Writing Manual. Review suggested edits with judges and/or judicial staff.

Advise judges and/or staff attorneys of potential drafting inconsistencies within the written documents and obtain approval from the assigned panel for suggested resolutions.

Provide guidance to staff attorneys and judicial secretaries regarding the preparation and finalization of opinions and judgment entries.

Oversee and coordinate the weekly release and publishing of opinions with the Ohio Supreme Court.

Performs other duties as assigned by the judges or the Court Administrator.

SUPERVISORY RESPONSIBILITIES

No supervisory responsibilities.

KNOWLEDGE, SKILLS AND ABILITIES

Requires high-level analytical, writing, and editing skills.

Requires the ability to read, write, speak, and understand English fluently and to use technical and legal language.

Requires substantial skill in legal research, legal writing, and proofreading.

Requires a demonstrated ability to construct complete and concise sentences using proper grammar, punctuation, and spelling.

Requires a demonstrated knowledge of substantive and procedural law.

Requires familiarity with appellate court operations and procedure.

Requires the ability to exercise sound judgment and diplomacy.

Requires excellent interpersonal skills and ability to maintain effective, professional work relationships with judges and court staff.

Requires effective time management and the ability to work independently with minimal direct supervision.

Requires professional appearance and demeanor.

Special Requirement: The Administrative Staff Attorney is regularly exposed to sensitive information that must be kept strictly confidential.

QUALIFICATIONS AND EXPERIENCE

Requires an active Ohio law license in good standing. The Administrative Staff Attorney shall at all times during employment with the Second District be an attorney properly admitted to the practice of law in Ohio and be in good standing.

Requires a minimum of eight years as a licensed attorney with primary responsibility for professional, legal, and/or technical writing that demonstrates superior written communication and proofreading skills.

Prior experience as a judicial law clerk and/or a lawyer in a court setting is strongly preferred.

SALARY

The salary range for this position is \$72,000 - \$92,500 commensurate with experience. Additionally, the Ohio Second District Court of Appeals provides a comprehensive State of Ohio benefits package.

To apply, submit a cover letter, resume, references and writing sample to Erin Scanlon, Court Administrator, Second District Court of Appeals, via email to ScanlonE@mcohio.org or by mail to 41 N. Perry Street, Fifth Floor, PO Box 972, Dayton, Ohio 45422 no later than **Friday, March 23, 2018**.

The Second District Court of Appeals is an equal opportunity employer.