



MONTGOMERY COUNTY

COMMON PLEAS COURT - GENERAL DIVISION

POSITION DESCRIPTION

Senior Staff Attorney

Department: Court Administration
Section: N/A
Reports To: Court Administrator
Employment Status: Full-time
Work Schedule: 40 hours per week
FLSA Status: Exempt
Civil Service Status: Unclassified
Pay Grade: JEL - 6

This position description sets out the essential duties and responsibilities of the position, details the knowledge, abilities, skills, licenses, certifications, education, and experience necessary to be successful in the role, and lists the equipment normally operated by, scope of supervision, and usual physical demands on the incumbent.

POSITION SUMMARY:

The Senior Staff Attorney serves in the Court Administration Department and reports to the Court Administrator.

The Senior Staff Attorney is responsible for conducting legal research and preparing legal memoranda for the Judges, Magistrate, and senior leadership of the court on administrative and legal matters, as assigned by the Court Administrator.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential duties and responsibilities of the position are as follows:

- Conducts legal research, using hard-copy and computerized legal research material, on topics, issues, and questions posed by judges and senior leadership, and prepares memoranda analyzing research results.
- Assists magistrate, as assigned, by reviewing case files, exhibits, testimony, and other evidence, conducting legal research, and preparing memoranda recommending actions in cases.
- Stays current on proposed and newly enacted legislation by the Ohio General Assembly and rules of practice and procedure promulgated by the Ohio Supreme Court, and provides updates to judges, magistrate, and senior leadership of the court.
- Reviews opinions by the Ohio Supreme Court and Second District Court of Appeals, and provides updates to the court on changes in relevant case law.
- Manages the process for updating the court's local rules of practice and procedure, including drafting proposed rules, overseeing process for adopting new rules and amendments, and maintaining historical records of all rules and amendments.
- Prepares and reviews contracts, grants, and other agreements entered into by the court.
- Works with the office of the prosecuting attorney to receive legal advice on matters of law, including on contracts and other agreements, human resource matters, and other legal issues.
- Tracks all original legal actions filed against judges and court staff and works with the office of the prosecuting attorney to coordinate a response to the actions.
- Serves as court's representative to and helps maintain individual accounts with electronic legal research vendor.
- Coordinates continuing legal education activities for and regular meetings with judicial staff attorneys.
- Reviews all public records requests to the court, works with appropriate staff to gather the requested material, and responds to the inquiry in a timely manner.
- Prepares responses to constituent mail addressed to the judges, court administrator, and other senior leadership, as needed.
- Participates in training opportunities, court activities, projects, and committees as requested or required.
- Completes other duties and responsibilities as required.

REQUIRED KNOWLEDGE, ABILITIES, AND SKILLS:

- **Knowledge of:** legal research methods and sources; court processes; general legal principles; criminal and civil law; criminal and civil rules of procedure; local rules of court, and rules governing the courts of Ohio.
- **Ability to:** analyze, synthesize, and distinguish legal concepts and materials; work professionally with judges, attorneys, litigants, and staff; work independently.
- **Skill in:** manual and computerized legal research; evaluating and editing legal documents; writing; organizing and presenting research results; written and verbal communication.

GENERAL EXPECTATIONS OF ALL COURT EMPLOYEES:

All court employees are expected to stay current in their areas of technical expertise; maintain attention to detail; exhibit good organizational skills; work effectively on own initiative and by cooperating with others; engage in active listening; speak and write clearly and concisely; demonstrate good manners, friendly demeanor, and professional behavior; uphold the policies, procedures, and practices of the court; maintain the confidentiality of sensitive and privileged information; and represent the court with honesty and integrity.

EDUCATION AND EXPERIENCE QUALIFICATIONS:

The position requires an appropriate combination of formal education, additional training and courses, and work experience. There is not an exact level or mixture of these elements to indicate one will necessarily be successful in, or qualify for, the position.

For example purposes only, an acceptable combination of qualifications for the position is a juris doctorate degree from an ABA accredited law school, admission to the Ohio bar, and five years of experience conducting research and writing in a law firm or court environment.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Admission, and in good standing, to the practice of law in the state of Ohio.

A valid state of Ohio motor vehicle operator's license is required in order to carry out job-related essential functions. Private insurance is required if private vehicle is employed for job-related functions.

SCOPE OF SUPERVISION:

The position requires no supervisory duties or responsibilities.

EQUIPMENT OPERATED:

Vehicle, computer, calculator, copier, fax, telephone, and other general office equipment.

WORK ENVIRONMENT AND USUAL PHYSICAL DEMANDS:

The following physical demands are typically exhibited by the incumbent performing the requirements of the position. These physical demands are not, and should not be construed to be, job qualification standards. They are illustrated to help the court, incumbent, and applicant for the position identify reasonable accommodations that may need to be made when an otherwise qualified person is unable to perform the job's essential functions because of a recognized disability covered by, and in accordance with, the requirements of the Americans with Disabilities Act.

While performing duties of this job, the employee regularly exhibits digital dexterity and eye-hand coordination when performing typing and other tasks. The employee frequently sits for extended periods of time, and occasionally stands and walks. Employee converses verbally with others in person and by telephone. Vision demands include close, relatively detailed vision when typing and using a computer screen. Job may involve operating and sitting in a vehicle.

This position description in no manner states or implies, and should not be construed as stating or implying, that it is a complete or exhaustive listing of the duties, responsibilities, qualifications for, and requirements of, an incumbent filling the position. The incumbent may be required to follow additional instructions and perform other duties required by a supervisor or designee.

The provisions of this position description do not constitute a contract, expressed or implied, and any provision contained in this description may be modified or revoked without notice.

Effective date: 10.18.2023