

Notice of Job Opportunity

Date Posted: November 18, 2021 **Deadline:** Until Filled

Position: Judicial Staff Attorney

Agency: Licking County Probate-Juvenile Court
Judge Deborah G. Lang

This is an unclassified position that serves at the pleasure of the Court. This position is responsible for assisting the Licking County Probate-Juvenile Court Judge with research, writing, and case management.

Essential Duties and Responsibilities

1. Review and research legal issues and questions to formulate recommendations on the disposition of motions;
2. Assist in drafting legal opinions, findings of fact and conclusions of law, and various other legal memoranda;
3. Stay current on relevant laws, regulations, and court processes and procedures;
4. Respond to questions concerning the docket from attorneys and/or the parties;
5. Conduct scheduling conferences and other hearings and case management duties at the request of the Judge;
6. Perform a variety of other related duties as 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 Judge, Court employees, attorneys, litigants, outside agencies and the public;
2. Thorough knowledge of applicable and relevant laws and rules of practice and procedure (i.e., Ohio Revised Code, Ohio Rules of Civil Procedure, Rules of Superintendence for the Courts of Ohio, Ohio Rules of Juvenile Procedure, etc.);
3. Proficient in typing, computer use and attention to detail and accuracy;
4. Ability to conduct legal electronic research, analyze legal questions from different areas of the law and formulate and present recommendations to the Judge;
5. Ability to produce work product of exceptional quality and to complete assigned work independently without ongoing direction or instruction;
6. Ability to organize, prioritize and demonstrate effective time management, reliability and punctuality;
7. Ability to work effectively and professionally when under stress and confronted with tight deadlines;
8. Ability to maintain sensitive and confidential information and exercise sound discretion;
9. Ability to maintain the highest ethical standards;
10. Must possess a professional appearance and demeanor at all times;
11. Familiarity with Court operations.

Education and Experience

Juris Doctorate (J.D.) Degree and admission to the Ohio Bar required. A minimum of four (4) years of experience practicing law or similar job duties is preferred.

Physical Demands and Work Environment

This position requires working in a normal Court environment with no unusual demands or exposure to hazardous situations. Frequent contact is made with the Judge, magistrates and other Court employees, attorneys, litigants, other agencies and the general public. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The normal hours of operation are from 8:15 AM to 4:30 PM, Monday through Friday. This position may require some work beyond normal hours, including evenings.

Salary

Commensurate with experience.

Application Requirements

Interested applicants shall submit a letter of interest, salary request, and resume in pdf form to the Court Administrator. Additionally, a Licking County employment application should be completed. Applications can be obtained in person in the Human Resources Department between 8:00 a.m. and 4:30 p.m. daily or printed from the web site at www.lcounty.com. Proof of education, bar admission, writing sample, and employment references will be required before a final interview is conducted. Applicants can submit materials in pdf form to:

Brian Debo - Court Administrator
Licking County Courthouse, Probate-Juvenile Division, 1st floor, Newark, Ohio 43055
(e-mail: bdebo@lcounty.com)

Successful candidates will be subject to Licking County's pre-employment drug screen and background check.

Licking County is an Equal Opportunity Employer