



## Montgomery County Juvenile Court

Judge Helen Wallace  
Judge Julie Bruns  
Court Administrator Eric Shafer



**Job Title:** Judicial Staff Attorney

**Department:** Judges

**Posting Issued:** August 14, 2023

**Posting Closing:** Until Filled

**Position Location:** 380 W. 2<sup>nd</sup> St Dayton, OH 45422

**Job Type:** Full-time

**Salary:** Steps

**Shift:** 1st

### **BENEFITS**

**Insurance:** Comprehensive Health, Dental, and Vision Insurance; \$60,000 in basic life and AD&D coverage;

**Paid Time Off:** Paid Vacation, Sick Leave and Personal Leave;

**Retirement:** Employer contribution to the Ohio Public Employees Retirement System (OPERS); Voluntary Deferred Compensation Plans offered.

**Other:** Tuition Reimbursement

### **DISTINGUISHING JOB CHARACTERISTICS**

This position requires substantial legal writing and research. The qualified applicant must have the ability to analyze and interpret case law, statutes, rules of civil and criminal procedure, and apply them to a variety of legal issues, and to resolve legal problems and formulate recommendations to the assigned Judge. The Judicial Staff attorney regularly must use his/her discretion while conducting case management or conversing with attorneys and/or pro se litigants in order to expedite the disposition of cases. Frequent contact is also made with Court personnel to resolve administrative concerns. This position requires sensitive contact with the Judges, Magistrates, and Judicial staff. Confidentiality is a central requirement.

**“In this position, you are an At-Will Employee serving at the pleasure of the Administrative Judge.”**

### **QUALIFICATIONS**

Minimum of a Law Degree and a current license to practice law in the State of Ohio.

Ability to document identity and employment eligibility within three (3) days of original appointment as a condition of employment in compliance with Immigration Reform and Control Act requirements.

Interested candidates may apply online at <http://www.mcjcoho.org/job-openings/>

Human Resources, Montgomery County Juvenile Court, 380 W. Second Street, Dayton, OH 45422

**AN EQUAL OPPORTUNITY EMPLOYER**

# POSITION DESCRIPTION

## Montgomery County Common Pleas Court

### Juvenile Division

<b>CLASSIFICATION TITLE:</b> Judicial Staff Attorney
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<b>FLSA STATUS</b>	Exempt	<b>EMPLOYMENT STATUS</b>	Full-Time
<b>CIVIL SERVICE STATUS</b>	N/A	<b>REPORTS TO</b>	Judge
<b>PAY GRADE</b>	A26	<b>WORK SCHEDULE</b>	8:30 AM to 4:30 PM

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**“In this position, you are an At-Will Employee serving at the pleasure of the Judge.”**

### ESSENTIAL DUTIES AND RESPONSIBILITIES

***To perform this job successfully, an individual must be able to satisfactorily perform each essential duty listed below. Reasonable accommodations will be made for disabled persons, covered by the Americans With Disabilities Act, in accordance with its requirements.***

This position involves assisting the Judge in the management of his civil, criminal and delinquency dockets. Duties may include:

- Reviewing and researching legal questions to formulate recommendations for disposition of objections to magistrate decisions and various motions and evidentiary issues.
- Drafting decisions, findings of fact and conclusions of law, and various other legal memoranda as required.
- Briefing the Judge on pending objections and associated current case law.
- Responding to questions concerning the objection docket from attorneys and/or the parties.
- Performing a variety of other related duties as required.

### OTHER DUTIES AND RESPONSIBILITIES

Other duties as assigned by Judge.

### EQUIPMENT OPERATED

Computer; printer; telephone; fax machine; copier; and other general office equipment.

### CONTACTS WITH OTHERS

Children's Services staff; Attorneys; litigants; parents and other guardians; children involved in visitation cases; employers; witnesses; professionals; social service agencies; law enforcement officers; interpreters; Ohio Department of Job and Family Services-Children Service's Enforcement Agency; Montgomery County Prosecutor's Office; and the general public.

### CONFIDENTIAL DATA

All information contained in the court files including GAL reports, psychological reports, medical records, social histories, and other information about a person/party to the case.

### WORKING CONDITIONS

This position requires working in a normal court environment with no unusual demands or exposure to hazardous situations. The Montgomery County Juvenile Court requires submission to a criminal history background check and drug urinalysis for all new employees. Reasonable accommodation is available to all employees and applicants.

### USUAL PHYSICAL DEMANDS

*The following physical demands are typically exhibited by position incumbents performing this job's essential duties and responsibilities. These physical demands are not, and should not be construed to be job qualification standards, but are illustrated to help the employer, employee and/or applicant identify tasks where reasonable accommodations may need to be made when an otherwise qualified person is unable to perform the job's essential duties because of an ADA disability.*

While performing duties of this job, the Judicial Staff Attorney frequently sits for extended periods of time while conducting research and performing other responsibilities. Employee converses verbally with others in person and by telephone. Vision demands includes normal vision requirements, but can include occasional viewing of computer screen requiring close focus.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

**Knowledge of:** Ohio Revised Code; Ohio Juvenile Rules and all court operations.

**Ability to:** conduct legal research and effectively analyze current case law

- Ability to organize and to communicate effectively, both orally and in writing.
- Ability to draft legal memoranda confidently and efficiently.
- Ability to maintain confidentiality and ethical standards.
- Must possess a professional appearance and demeanor.
- **Work hours may extend beyond regular Court hours and weekends.**

**Skill in:** listening; written and verbal communication; relating legal principles to facts; listening and critically analyzing facts; legal analysis and research; drafting court decisions; operating computer.

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LICENSURE OR CERTIFICATION REQUIREMENTS

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee filling this position, who will be required to follow instructions and perform any duties required by the employee's supervisor or designee.

**I have read the above job description and fully understand my responsibilities.**

**Employee Signature:** \_\_\_\_\_

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