



# Ohio Judicial Conference

## **EMPLOYMENT OPPORTUNITY**

**Open Position:** Legislative Liaison/Analyst

**Starting Salary:** \$23.29 - \$27.39 (hourly)

**Job Location:** 65 South Front Street, 4<sup>th</sup> Floor, Columbus, OH 43215

**Hours of Work:** 8:00 a.m. – 5:00 p.m.; hours may vary with work assignments

**Date Posted:** October 8, 2013

**Date Expires:** October 22, 2013 11:59 p.m.

*A proficiency/skills assessment may be given as part of the interview process*

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### **Overview**

This position serves as a liaison with the Ohio General Assembly, executive agencies, judicial associations, and governmental bodies, including the Supreme Court of Ohio, to exchange information on matters affecting the Ohio courts and the administration of justice. This includes monitoring and analyzing legislation or court rules that affect the courts, preparing for and managing law and procedure committee meetings and communicating with members and staff of the General Assembly.

Specific work will vary based on the assignment but will include the following types of work:

- Analyzes and monitors legislation in concept, pending and enacted legislation and court rules that will have an impact on the courts or that may be of interest to judges
- Coordinates and assists in the planning, preparation, and implementation of meetings, including the OJC annual meeting, and other events. Acts as the Conference liaison and provides support services to the judges and committees by arranging necessary accommodations, producing and preparing materials, attending meetings, and taking notes
  - Organizes and manages, in cooperation with committee chairs, the quarterly law and procedure committee meetings to determine the impact of legislation
  - Coordinates and assists the judicial associations and their legislative counsel regarding legislative issues that are jurisdictionally specific by providing legislation information and analysis
- Conducts research and analysis of legislative issues, legal trends, matters affecting the courts, issues of interest to judges, or other matters in support of judicial initiatives
- Communicates the impact that legislation will have on the courts to the General Assembly, the Executive branch agencies, judicial associations, and other interested parties, in person and through various written products including judicial impact statements, memoranda, letters, and Conference publications
  - Meets with legislators, government agency personnel, and other interested parties about proposed and pending legislation, including participation in working groups on specific bills or general issues
  - Coordinates and drafts written testimony of judges or the Executive Director to the General Assembly on bills with a judicial impact
- Develops proposals for the Ohio Judicial Conference's legislative platform and other committee initiatives, including drafting proposed bill language and judicial impact statements, securing sponsors for proposals, and working with sponsors and the Legislative Commission on drafts of proposed legislation prior to introduction
- Fosters and creates opportunities for judges to meet and interact with legislators and provides legislators with access to judges regarding substantive impact information

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- Provides a substantial contribution relevant to the planning and content of various Conference publications including *The Review*, *Bill Board*, *Enactment News*, *For the Record*, and the *Weekly FYI*
- Attends workshops, seminars, and/or professional meetings to update and improve knowledge and skills related to position
- Performs other duties as assigned by the Legislative Activities Coordinator and the Executive Director
- Provides legislative support to Judicial Services staff

### **Minimum Qualifications**

- Requires the completion of a law degree and eligibility for admission to the practice of law in Ohio
- Working knowledge of the legislative and judicial system required; experience working with judges preferred
- Excellent research skills
- Requires strong written, communications, and advocacy skills
- Demonstrated proficiency in Microsoft Office computer applications
- Ability to interact with supervisor, co-workers, judges, justices, attorneys, other court personnel, and/or the public

### **Unusual Working Conditions**

This position requires in-state traveling with some overnight stays.

This position requires the ability to act under pressure; speak before public bodies; and articulate complex analysis and response.

This position requires the employee to register as a lobbyist and comply with the reporting requirements of the Joint Legislative Ethics Committee.

### **Application Process**

To be considered for this position, candidates must apply online at [www.careers.ohio.gov](http://www.careers.ohio.gov) and attach (as MS Word/PDF documents) a cover letter and resume no later than Tuesday, October 22, 2013. Only complete on-line applications will be considered.

In response to your application, the system will send you a confirmation email. Interviews will be scheduled as soon as practical. If selected for an interview, you will be contacted.

### **No phone inquiries, please.**

*This position is at-will, full-time, permanent, FLSA exempt, and unclassified. The Ohio Judicial Conference is an equal opportunity employer and supports a drug-free, alcohol-free, weapons-free, and violence-free work environment.*

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents. It is not intended to be an exhaustive or all-inclusive list of all job related duties that an incumbent may be requested to perform.*