

# Court of Appeals of Ohio

## *Eleventh Appellate District*

Ashtabula Geauga Lake Portage Trumbull

### **POSITION TITLE: Judicial Attorney**

#### **OVERVIEW**

The Eleventh District Court of Appeals has an immediate need for a judicial attorney that is assigned to a judge. The judicial staff attorney is responsible for conducting legal research, reviewing legal documents and issues, and drafting memoranda and opinions at the judge's direction.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The following duties are usual for this position. These duties as outlined are not to be construed as exclusive or inclusive. Other duties may be required or assigned.

- Conduct legal research on substantive and procedural issues relating to the judge's assigned cases and issues requested by the judge.
- Establish thorough knowledge of relevant portions of assigned case files, review parties' merit briefs, and prepare written memoranda, bench briefs, draft opinions, and revisions per the judge's instructions.
- Cite check and edit documents to produce a polished, professional, final document.
- Attend court hearings and conferences as requested by judge.
- Research and draft decisions on post-judgment motions, including motions for reconsideration, reopening, certification of a conflict, and en banc review.
- Stay current on legal issues and legislation as necessary to perform required duties.
- Attend CLE courses and take all other actions necessary to maintain good standing with the Ohio Bar.
- Cooperate with the judges, administrators, and co-workers to accomplish the court's work in the most efficient way possible.
- Performs other duties as assigned by the judges or the court administrator.

#### **KNOWLEDGE, SKILLS and ABILITIES**

- Excellent interpersonal skills and ability to communicate effectively, both orally and in writing, with judges and staff.
- Thorough knowledge of applicable and relevant laws and rules of practice and procedure.
- Proven analytical and legal research skills and attention to detail and accuracy.

- Ability to conduct legal research utilizing automated research services.
- Ability to analyze legal questions from different areas of the law and to formulate and present recommendations to the assigned judge(s).
- Ability to effectively manage a large case docket and produce work product of exceptional quality.
- Ability to complete assigned work without specific direction or instruction regarding manner of completion within given deadlines.
- Familiarity with Court operations and procedure.
- Effective time management, reliability, and punctuality.
- Ability to maintain sensitive and confidential information and exercise sound discretion and to maintain the highest ethical standards.
- Ability to maintain effective, professional work relationships with co-workers and judges.
- Professional appearance and demeanor at all times.

### **QUALIFICATIONS AND EXPERIENCE**

Requires a Juris Doctor (J.D.) degree and admission to the Ohio Bar. Applicant must possess strong legal research and writing skills and the ability to proofread documents for proper grammar, punctuation, and spelling. Requires proficiency with Microsoft Office products, internet, Westlaw and other legal research resources. Requires the ability to work independently with minimal direct supervision and the ability to prioritize duties.

### **OTHER**

The normal work hours are 8:30 a.m. to 4:30 p.m.; however, alternative work schedules may be considered. Salary is commensurate with experience. The Court offers health, vision, dental, and life insurance; employer contribution to the state retirement plan (OPERS); paid vacation, personal and sick time.

### **APPLICATION PROCESS**

Qualified Candidates should submit a cover letter, resume, references and writing samples no later than May 31, 2023, to:

Shibani Sheth-Massacci, Court Administrator  
[ssmassacci@11thappealohio.us](mailto:ssmassacci@11thappealohio.us)  
Eleventh District Court of Appeals  
111 High Street, N.E.  
Warren, OH 44481

The Eleventh District is an equal opportunity employer that supports an alcohol, drug, and violence free work environment.