

CUYAHOGA COUNTY PROBATE COURT
NOTICE OF JOB VACANCY

TITLE OF POSITION: Staff Attorney

IMMEDIATE SUPERVISOR: Senior Staff Attorney

NORMAL WORKING HOURS: Monday- Friday 8:30 a.m. - 4:30 p.m.

ANNUAL SALARY RANGE: \$60,000 to \$70,000, based on experience

MINIMUM REQUIREMENTS: The Staff Attorney assists judicial staff and court personnel in the performance of their responsibilities. The Staff Attorney has frequent contact with the Judges and Magistrates of the Court and attorneys. Graduation from an accredited law school. Admitted and licensed to practice law in the State of Ohio. After appointment, willingness and ability to successfully complete all required continuing legal education. Experience in Probate matters is encouraged.

ESSENTIAL FUNCTIONS

- Analyze and interpret case law, statutes, Civil Procedure, Rules of Superintendence, and Local Rules of Court on various legal issues. Draft judicial decisions and memorandums based upon the law.
- Writes and edits judicial decisions and provides assistance and recommendations to Judge and Magistrates in determining case outcomes. Confers with Judges regarding outcome of cases or other legal issues.
- Review and analyze Objections to Magistrates' Decisions and recommend approval or denial as appropriate.
- Review and assess Ohio Supreme Court decisions and Court of Appeals decisions, primarily from the Eighth Judicial District, provide an in-depth analysis to the Court, and prepare recommendations on remanded cases.
- Manage and track cases in the Court of Appeals.
- Assist in trials, pre-trials or case management proceedings as requested.
- Attend hearings and conferences.
- Assist with bailiff responsibilities as needed.
- Track new legislations and rules and update the Court of changes impacting Court policies, protocols, and/or local rules.
- Maintain legal resources for Judges and Magistrates.
- Answer procedural questions for attorneys and the public.
- Supervise and properly direct legal externs.
- Other duties as assigned.

OTHER DUTIES AND RESPONSIBILITIES

- Manage discovery disputes.
- May write articles for local bar publications.

APPLICATION PROCEDURE

Proof of education and employment references will be required before final interview. May require submission to a criminal history background check and drug testing for employment. The selected candidate must successfully complete a probationary period.

Posting Period:

March 18, 2024 until filled.

Please submit letter of interest and resume.

Contact Person:

Magistrate Jennifer Alexander

Court Administrator

Email: jalexander@cuyahogacounty.us

Address:

Cuyahoga County Probate Court

ATTN: Magistrate Jennifer Alexander

Court Administrator Room 219G

1 Lakeside Avenue West

Cleveland, OH 44113

THE CUYAHOGA COUNTY PROBATE COURT IS AN EQUAL OPPORTUNITY EMPLOYER AND WILL NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, HANDICAP, AGE, OR ANCESTRY OF ANY PERSON.