



# POSITION DESCRIPTION

## Montgomery County Common Pleas Court General Division

41 N. Perry Street  
P.O. Box 972  
Dayton, OH 45422-2150

### STAFF ATTORNEY

<b>Salary:</b>	\$21.67 (\$45,073.00)	<b>Employment Status:</b>	Full-Time
<b>FLSA Status:</b>	Exempt	<b>Reports to:</b>	Appointing Judge
<b>Civil Service Status:</b>	Unclassified	<b>Work Schedule:</b>	40 hours per week (minimum)
<b>Pay Grade:</b>	C-7	<b>Department/Division:</b>	Judicial

#### DISTINGUISHING JOB CHARACTERISTICS:

Conducts legal research and drafts decisions, orders, entries, and memoranda of law, for consideration and use by the Court in making legal decisions.

#### 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.*

1. Researches legal issues, topics and questions, and compiles and writes research results for use and reference by the Court in making legal decisions. Researches case law, statutes, secondary legal sources, local/evidentiary rules, using hard-copy and computerized research materials.
2. Writes and edits judicial decisions, and provides assistance and recommendations to Appointing Judge or Magistrate in determining case outcomes. Confers with Appointing Judge or Magistrate regarding outcome of cases or other legal issues.
3. Drafts jury instructions for civil and criminal cases for Appointing Judge's consideration and use.
4. Manages and tracks complex cases.
5. Attends hearings and conferences.
6. Tracks motions for decisions when ripe.
7. Conducts special judicial projects.
8. Fills in for Bailiff when needed.
9. Reviews case files, transcripts, exhibits, testimony, and other evidence to present factual findings and summarize procedural histories.
10. Contacts attorneys and/or their staff regarding cases.
11. Conducts scheduling and status conferences regarding cases assigned to Judge or Magistrate.
12. Manages discovery disputes.

13. Participates in settlement conferences.
14. Other duties as assigned.
15. All Essential Duties and Responsibilities in this Position Description will be performed exclusively by the Judicial Staff.

**SCOPE OF SUPERVISION:**

This position has no supervisory duties.

**TERMS OF EMPLOYMENT:**

Works at the pleasure of the Appointing Judge.

**SPECIAL TERMS AND CONDITIONS OF EMPLOYMENT:**

Works in an *unclassified* and *exempt* position. Does not qualify for overtime under the Fair Labor Standards Act, and is not eligible for Family Medical Leave.

**EQUIPMENT OPERATED:**

Computer, copier, fax machine, telephone, and other general office equipment.

**WORKING CONDITIONS:**

Good working conditions.

**CONTACTS WITH OTHERS:**

Judges, magistrates, staff attorneys, department heads, lawyers, *pro se* litigants, bailiffs, judicial assistants, other Court staff, Clerk's Office personnel, outside attorneys and their staff.

**CONFIDENTIAL DATA:**

Information regarding open cases and nonpublic information regarding the court system.

**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 employee regularly exhibits digital dexterity when entering information into the computer and performing other tasks. The employee frequently sits for extended periods of time, and occasionally stands and walks. Employee converses with others in person and by telephone. Vision demands include close, relatively detailed vision when viewing a computer screen.

**QUALIFICATIONS:**

Graduation from an accredited law school and passage of the Ohio Bar Examination.

**REQUIRED KNOWLEDGE, ABILITIES AND SKILLS:**

**Knowledge of:** Legal research methods and sources; court processes; general legal principles; criminal and civil law; criminal and civil rules of procedure; local rules of court and rules governing the courts of Ohio.

**Ability to:** Analyze, synthesize, and distinguish legal concepts and materials; work professionally with Judges, attorneys, litigants, and staff; maintain confidentiality of confidential and sensitive information; work independently.

**Skill in:** Manual and computerized legal research; evaluating and editing legal documents; writing, organizing and presenting research results; written and verbal communication; and operating computer.

**LICENSE REQUIREMENT(S):**

Admitted, and in good standing, to practice law in the State of Ohio.

---

**Employment Eligibility Information:**

In accordance with the Immigration Reform and Control Act of 1986, all persons hired after November 6, 1986, are required to present to the Court, within three (3) days of their original appointment, original documents which show satisfactory proof of: 1) identity and 2) U.S. Citizenship or a legal right to work permanently in the United States.

**Criminal Background Check:**

Prior to any candidate being offered a position or promotion with the Montgomery County Common Pleas Court, General Division, candidates must pass a criminal background check.

**Equal Opportunity Employer:**

It is the policy of the Montgomery County Common Pleas Court, General Division, that no person shall be subjected to employment discrimination because of age, race, color, gender, marital status, sexual orientation, disability, religion, ancestry or national origin.

The Montgomery County Common Pleas Court, General Division, will provide reasonable accommodations for persons with disabilities during the application, examination or selection process, if requested. Please notify Human Resources at (937)225-6161 of the accommodations needed, preferably at the time of application, but no later than two days prior to the date needed.

**MONTGOMERY COUNTY COMMON PLEAS COURT  
GENERAL DIVISION BENEFITS**

**Vacation Leave:**

Vacation leave may be granted to full-time employees upon completion of one year of service with the Montgomery County Common Pleas Court, General Division. Twenty-six (26) bi-weekly pay periods in active status shall constitute one year of service.

**Sick Leave:**

All Montgomery County Common Pleas Court, General Division, employees are entitled to Paid Personal Leave/Long Term Sick Leave credit.

**Holidays:**

Montgomery County Common Pleas Court, General Division, employees enjoy paid holidays.

**Health Benefits/Medical Coverage:**

All employees of the Montgomery County Common Pleas Court, General Division, except part-time employees working 20 hours per week or less, employees hired for a temporary appointment, an interim appointment, or employees hired as substitutes, shall receive health benefits.

**Life Insurance:**

All benefit-eligible employees of the Montgomery County Common Pleas Court, General Division, receive a \$50,000 basic life insurance policy paid by Montgomery County. Supplemental life insurance is available for purchase.

**Retirement:**

Montgomery County Common Pleas Court, General Division, employees participate in the Ohio Public Employees Retirement System (OPERS). Employees contribute 10% of their salary; the Court contributes 14%.

**In Addition:**

The Montgomery County Common Pleas Court, General Division, offers its employees an Employee Assistance Program, access to a credit union, a Deferred Compensation Program, a Wellness Program, and direct payroll deposit.

This Position Description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee filling this position. The employee may be required to follow additional instructions and perform other duties required by the employee's supervisor or designee.

The provisions of this Position Description do not constitute a contract, expressed or implied, and any provision contained in this Description may be modified or revoked without notice.

Completed by: Nancy E. Brookshire  
Date: 6/19/12  
Updated: 8/23/16