



JUDGES:

MARILYN ZAYAS  
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## COURT OF APPEALS OHIO FIRST DISTRICT

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JULIE KAHRN NESSLER, ESQ.  
COURT ADMINISTRATOR  
ANGELA HAYDEN, ESQ.  
ASSISTANT COURT ADMINISTRATOR  
KATHLEEN B. KEENEY, ESQ.  
SENIOR STAFF ATTORNEY  
SARAH M. FOSTER, ESQ.  
MEDIATOR

### VACANCY ANNOUNCEMENT

**Position Title:** Court Staff Attorney

**Pay Rate:** Anticipated range of \$80,000 -- \$90,000

**OVERVIEW:** The First District Court of Appeals is accepting applications for a Court Staff Attorney. Under the direction and supervision of the Court Administrator, the Court Staff Attorney will be responsible for conducting legal research, drafting legal memoranda, and opinions primarily focused on appeals related to post-conviction proceedings. The Court Staff Attorney will also be responsible for assisting the Senior Staff Attorney in editing opinions and judgment entries released by the First District Court of Appeals.

**ESSENTIAL DUTIES AND RESPONSIBILITIES OF THE POSITION:**

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

Conduct legal research on substantive and procedural issues relating to assigned cases and on motions as requested by the judges or court administrator.

Establish a thorough knowledge of relevant portions of assigned case files, review briefs, prepare written memoranda, bench briefs, draft opinions, and revise per the assigned judge's instructions.

Attend court hearings and conferences as requested by assigned judge.

Research and draft decisions on post-judgment motions, including motions for reconsideration, re-opening, certification of a conflict, and en banc review.

Stay current on legal issues and relevant legislation necessary to perform the required duties with an emphasis on post-conviction proceedings.

Edit opinions or judgment entries released by the Court for proper grammar, punctuation, spelling, and conformity with the Ohio Supreme Court Writing Manual for style and citations.

Interface with the Court case management system for the review of motions assigned by the court administrator.

Update and edit resources on the Court's website for pro se litigants.

Perform other duties as assigned by the judges or court administrator.

**QUALIFICATIONS & EXPERIENCE:**

For consideration, candidates must be a law school graduate from an accredited law school. Applicant must possess strong legal research and writing skills and the ability to edit documents for proper grammar, punctuation, spelling, and compliance with the Supreme Court of Ohio Writing Manual. Proficiency with Microsoft Office products, internet, Westlaw, and other legal research resources required. Prior judicial attorney/clerkship experience or post-conviction experience preferred.

**COURT EXPECTATIONS OF EMPLOYEE:** In completing the duties and responsibilities of the position, the Court expects the Court Staff Attorney will adhere to all Court policies, guidelines, practices and procedures; act as a role model both inside and outside the Court; exhibit a professional manner in dealing with others; and work to maintain constructive working relationships. In addition, the Court expects the Court Staff Attorney to maintain a positive and respectful approach with superiors, colleagues, and individuals inside and outside the Court.

Interested candidates should submit a cover letter, resume, writing sample, and a list of references by email to Jennifer Hammock at [jhammock@cms.hamilton-co.org](mailto:jhammock@cms.hamilton-co.org) and [fadcoah@gmail.com](mailto:fadcoah@gmail.com). The position will remain open until filled.

**EQUAL OPPORTUNITY EMPLOYER:**

The State of Ohio, the Supreme Court of Ohio, and the First District Court of Appeals are all Equal Employment Opportunity Employers and do not discriminate on the basis of race, color, religion, gender, gender identity or expression, national origin (ancestry), military status, disability, age (40 years or older), genetic information, sexual orientation, or caregiver status, in making employment-related decisions about an individual.

The Supreme Court of Ohio and the First District Court of Appeals are both equal employment opportunity employers that support an alcohol and drug-free, and a weapons and violence free, work environment.

**Background Check Information**

The final candidate selected for the position will be required to undergo a criminal background check and a pre-employment drug test. Criminal convictions do not necessarily preclude an applicant from consideration for a position. An individual assessment of an applicant's prior criminal convictions will be made before excluding an applicant from consideration.