

# **APPLICATIONS BEING ACCEPTED**

## **SUMMIT COUNTY COURT OF COMMON PLEAS GENERAL DIVISION**

|   |   |
|---|---|
| POSITION:                               | Law Clerk<br>Office of Backlog Reduction Project  |
| CLASSIFICATION/<br>RATE OF PAY:         | Unclassified/ Non-exempt<br>\$25.00/hour  |
| NUMBER OF VACANCIES:                    | 4   |
| DURATION OF EMPLOYMENT:                 | Part-time employment following successful completion of probationary period. This is a temporary, grant-funded position created pursuant to the Office of Backlog Reduction Project. All appointments to positions funded under grants are contingent upon continued grant funding. |
| HOURS PER WEEK:                         | Not to exceed 24 hours per week<br>(position not eligible for full-time benefits)   |
| JOB DESCRIPTION AND<br>QUALIFICATIONS:  | SEE ATTACHMENT  |
| PRE-EMPLOYMENT<br>TESTING REQUIREMENTS: | Criminal Background Check; Social Media;<br>Drug and Alcohol Testing  |
| APPLICATION:                            | Letter of Interest and Resume must be sent via email in word/pdf format to:<br><a href="mailto:hr@cpcourt.summitoh.net">hr@cpcourt.summitoh.net</a>   |
| POSTING DATE:                           | Applications accepted beginning July 5, 2024.<br>Position open until filled.  |

**AN EQUAL OPPORTUNITY EMPLOYER**

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## CLASSIFICATION SPECIFICATION

### SUMMIT COUNTY COMMON PLEAS COURT An Equal Opportunity Employer

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|------------------------|---|------------------------|----------------------------|
| <b>POSITION TITLE:</b> | Law Clerk (Office of Backlog Reduction Project) | <b>GRADE:</b>          | 17                         |
| <b>DEPARTMENT:</b>     | Common Pleas Court                              | <b>CLASSIFICATION:</b> | Unclassified<br>Non-Exempt |
| <b>REPORTS TO:</b>     | Chief Magistrate/Mediation Supervisor           | <b>PAGE:</b>           | 1 of 3                     |

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#### **POSITION SUMMARY:**

Under the supervision of one or more General Division Judges, conducts full audits of all criminal and civil cases pending before the Judge; establishes a plan for expediting the resolution of criminal and civil cases; identifies motions ripe for decision; follows up on actions previously taken by the Judge; identifies civil cases suitable for mediation; conducts legal research for the Judge; drafts bench memorandums for the Judge; writes first drafts of rulings for the Judge; attends trials and other hearings. Performs other related duties as required and may be cross-trained to assist with other departmental duties.

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

The following duties and responsibilities are normal for the position. These are not to be construed as exclusive or all-inclusive. Other duties and responsibilities may be required and assigned. Performs any related duties required by the Court or the Judge(s) to which the employee is assigned.

1. Audits criminal and civil cases. Determines whether all pending motions have been ruled on and, if not, works with the Judge to develop a plan to rule on motions in a timely fashion. Determines whether referrals to the Mediation Department or the Office of Backlog Reduction have been completed. Determines whether Magistrate's decisions have been approved and adopted by the Judge. Identifies civil cases that might be suitable for reference to the Mediation Department or the Office of Backlog Reduction.
2. Conducts legal research for the Judge and their Magistrate/Judicial Attorney.
3. Drafts bench memorandums for the Judge regarding suppression motions, criminal sentencing, evidentiary issues, and any other matters requested by the Judge.
4. Writes first drafts of motion rulings and decisions in bench trials conducted by the Judge or their Magistrate. Drafts and edits criminal and civil jury instructions.
5. Attends trials and other hearings as needed.
6. Performs other duties as required.

#### **QUALIFICATION STANDARDS:**

Date Adopted:  
Date Revised:

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**Required Qualifications:** Currently enrolled in ABA-accredited law school. Must have completed at least one year of law school.

**Knowledge, Skills, and Abilities:** Requires the ability to work independently, collaboratively, and efficiently.

Requires superior research, analytical, and writing abilities.

Position requires excellent oral and written communications, interpersonal, negotiation, judgment, leadership, decision-making, analysis, and problem-solving skills.

The ability to communicate effectively, both verbally and in writing, to establish positive public relations and to interact effectively with judges, attorneys, supervisors, co-workers, and the public.

Requires the ability to produce work within a deadline. Ability to meet multiple deadlines and deal with shifting priorities.

Knowledge of and skills with Microsoft platform.

Requires alertness, concentration, and attention to detail to ensure accuracy when typing, filing, proofreading, and replying to inquiries.

**Physical Ability:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is regularly required to use hands and fingers to feel objects, tools or controls and to talk or hear. The employee frequently is required to sit.

The employee is occasionally requested to stand and/or walk and reach with hands. The employee must occasionally lift and/or move up to 10 pounds.

Date Adopted:  
Date Revised:

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**Position** This is a part-time, temporary position. Hours per week not to exceed 24 hours.  
**Type/Expected** Position not eligible for full-time benefits.  
**Hours of**  
**Work:**

**ACKNOWLEDGEMENT**

I have read this job description and fully understand the requirements set forth herein. I will perform all requirements, duties and responsibilities as set forth and to the best of my abilities.

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Law Clerk (Office of Backlog Reduction Project) Date

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Administrative Judge Date

Date Adopted:  
Date Revised: