

# Title: Staff Attorney

**Agency**

Franklin County Probate Court

**Salary**

\$ 69,804.00 Annually

**Job Type**

Full-time, Regular, Unclassified

**Bargaining Unit**

Non-Bargaining

**Closing**

Until Filled

**Location**

373 S. High St., 22<sup>nd</sup> floor  
Columbus, Ohio 43215, OH

**Typical Work Hours**

Monday - Friday 8:00 a.m. - 5:00 p.m.

**Probationary Period**

180 Days

**Job Description**

The purpose of the Staff Attorney classification is to support the court's judicial team (judge and magistrates) with research, writing, special projects, and other legal duties in accordance with the Ohio Revised Code, Local Rules, and the Ohio Supreme Court Rules of Superintendence.

**Job Duties**

Drafts decisions, orders, and entries related to motions and other pending requests. Proofreads and edits judicial officers' decisions, orders, and entries.

Research statutes, case law, and procedure using online and hard copy research sources. Answers inquiries from judicial officers, deputy clerks, parties, and parties' counsel.

Takes notes and provides courtroom management and technological assistance in contested and uncontested hearings and status conferences.

Assist with the technology for hybrid hearings.

Reviews new estate filings in coordination with deputy clerks. Serves or arranges for service of new filings. Performs case management of the court's docket.

Communicate respectfully with other court staff, attorneys, their representatives, and parties to cases. Provide information on case status. Assist customers with updates on their cases and information on statutes to reference to proceed with their cases.

Maintain regular and predictable attendance. Maintain Ohio license to practice law. Attend conferences, workshops, training, and CLEs as required.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

## **Major Worker Characteristics**

Knowledge of supervision; public relations; agency policy and procedures; government structure and process. Skills in office equipment.

Ability to define problems, collect data, establish facts and draw valid conclusions; interpret extensive variety of technical material in books, journals and manuals; prepare meaningful, concise and accurate reports; use proper research methods; develop complex reports and position papers; gather, collate and classify information about data, people or things; handle sensitive inquiries; resolve complaints from angry residents & government officials.

## **Minimum Class Qualifications for Employment**

Must have a license to practice law in the State of Ohio. Juris Doctorate from an accredited law school. At least two years of legal experience preferable or any equivalent combination of training and experience.

## **Ability to Work Remotely**

This position may have the ability to work remotely up to 40% of the time dependent upon the needs of the court and staffing coverage.

## **Benefits**

All full-time, permanent Franklin County Probate Court staff receive the following benefits through the Franklin County Cooperative Health Benefits Program after initial period of employment.

- Extensive health benefits, including medical, dental, and vision coverage
- Life insurance coverage for all permanent employees
- Extensive wellness and employee assistance plan coverage for all employees
- Potential monetary incentives during annual wellness programs
- Guaranteed 11 paid holidays every year
- A 14 percent employer contribution to OPERS pension plan
- Eligibility for Ohio 457 deferred compensation savings plans

More information at <https://bewell.franklincountyohio.gov/>

Work Location: In person

## **To Apply:**

Email your resume and cover letter to [gstornik@franklincountyohio.gov](mailto:gstornik@franklincountyohio.gov)