



JUDGES:

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**COURT OF APPEALS
OHIO FIRST DISTRICT**

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KATHLEEN B. KEENEY, ESQ.
SENIOR STAFF ATTORNEY
SARAH M. FOSTER, ESQ.
MEDIATOR

VACANCY ANNOUNCEMENT

Position Title: Court Mediator/Conference Attorney

Pay Rate: starting at \$96,012.80, plus benefits

OVERVIEW: The First District Court of Appeals is accepting applications for its Court Mediator/Conference Attorney position. Under the direction and supervision of the Court Administrator, the Court Mediator/Conference Attorney will be responsible for the administration and implementation of the Court's mediation program. The court mediator/conference attorney will also be responsible for a variety of early case evaluation duties, including, but not limited to determining whether mediation is appropriate, creating scheduling orders, reviewing assigned motions, and reviewing cases for appellate jurisdiction.

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.

- Under the direction and supervision of the Court Administrator, the mediator/conference attorney is responsible for the administration and long-range strategic planning and implementation of the Court's official mediation program and other duties related to early case evaluation.
- Review civil notices of appeal for finality, timeliness, and appellate jurisdiction.
- Review notices of appeal, the judgment from which the appeal is taken, and the docketing statement to determine whether a mediation should be scheduled.
- Input mediation and jurisdiction information to the court case management system.
- Establish an appropriate mediation schedule for cases chosen for mediation.
- Review case materials in preparation for mediation.
- Conduct mediations.
- Conduct prehearing conferences where indicated by early case evaluation or as requested by Court Administrator.
- Conduct legal research and prepare recommendations to judges on the resolution of assigned motions, original actions, or jurisdictional matters.

- Serve as backup in the absence of the Court Administrator and Assistant Court Administrator.
- Perform other such duties assigned by the Court Administrator or the court.

QUALIFICATIONS & EXPERIENCE: Juris Doctor from an accredited law school, with 7-10 years civil practice experience preferred. Prior mediation experience strongly preferred. Must have prior mediation training or be willing to participate in the Ohio Supreme Court's mediation training.

COURT EXPECTATIONS OF EMPLOYEE: In completing the duties and responsibilities of the position, the Court expects the Mediator/Conference 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 Mediator/Conference 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, and a list of references by email to Renata Freese at RFreese@firstdistrictcoa.org. 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.