



JUDGES:

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**COURT OF APPEALS
OHIO FIRST DISTRICT**

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SENIOR STAFF ATTORNEY
MARY T. MINNILLO, ESQ.
MEDIATOR

VACANCY ANNOUNCEMENT

Position Title: Judicial Law Clerk/Staff Attorney

Pay Rate: Current starting salary for this position is \$97,052.80, plus benefits.

Closing Date: Open until filled, priority given to applications received by January 24, 2024.

OVERVIEW: The First District Court of Appeals is seeking applications for a judicial law clerk/staff attorney position to be assigned to Judge Ginger Bock. This will be a term position, running from February 2024 to August 2025, with the possibility of extending the term for one additional year. Under the direction and supervision of Judge Bock, the law clerk/staff attorney will be responsible for conducting legal research, preparing bench memoranda, and drafting opinions. The positions will start on or near February 20, 2024.

ESSENTIAL DUTIES AND RESPONSIBILITIES OF THE POSITION: The following duties are typical for this position. These duties are not to be construed as exclusive or inclusive. Other duties may be required or assigned by Judge Bock.

- Conduct legal research on substantive and procedural issues relating to assigned cases and on motions as requested by the judge.
- Establish a thorough knowledge of relevant portions of assigned case files, review briefs, prepare written memoranda, bench briefs, draft opinions, and revise per Judge Bock's instructions.
- Prepare a case summary for each opinion assigned.
- Attend court hearings and conferences as requested.
- Track case flow from when case is assigned through post-judgment motions.
- 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 of a judicial law clerk/staff attorney.

QUALIFICATIONS: Applicant must be a graduate of an accredited law school, have excellent academic credentials, possess superior legal research, writing, and analytical skills, and be proficient in computer technology. Applicant must possess 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, Lexis, and other legal research resources required.

Licensed to practice law in Ohio or license pending is preferred, but not required. Applicant must be a U.S. citizen or be eligible to work in the United States.

COURT EXPECTATIONS OF EMPLOYEE: In completing the duties and responsibilities of the position, the Court expects the judicial law clerk/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 judicial law clerk/staff attorney to maintain a positive and respectful approach with superiors, colleagues, and individuals inside and outside the Court.

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. 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.

APPLICATION PROCEDURE: Interested applicants must submit a resume, cover letter, writing sample, and one letter of recommendation. Materials should be emailed to Renata Freese at RFreese@firstdistrictcoa.org.