

01/17/19

# POSITION DESCRIPTION

## Butler County Common Pleas Court

### Probate Division

<b>JOB TITLE:</b>	<b>STAFF ATTORNEY</b>
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<b>FLSA STATUS</b>	Exempt	<b>REPORTS TO</b>	Judge/Court Administrator
<b>EMPLOYMENT STATUS</b>	Full-time	<b>WORK SCHEDULE</b>	Mon. – Fri. 8:00 A.M. to 4:30 P.M.
<b>CLASSIFICATION</b>	Unclassified	<b>DEPARTMENT</b>	Administration
<b>ANNUAL SALARY</b>	\$45,000 to \$55,000		

The Butler County Probate Court's mission is to serve the citizens, legal community and each other with loyalty and respect by protecting the personal and/or financial interests of those who are developmentally disabled, incompetent, mentally ill, or minors; overseeing the transfer of wealth and the administration of estates so that legal effect is given to the wishes of the deceased; properly maintaining and preserving the court records for public access and issuing marriage licenses; adjudicating cases and controversies so that justice is administered with neutrality and impartiality, and disputes are resolved as efficiently as possible, while maintaining confidentiality when required; providing legal information to the public, and interpreting the laws of the State of Ohio in matters before the Court, so that public confidence in the Judicial System is promoted.

### **DISTINGUISHING JOB CHARACTERISTICS**

The Staff Attorney assists judicial staff and court personnel in the performance of their responsibilities. The Staff Attorney has frequent contact with the Judge and Magistrates of the Court and attorneys.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

*To perform this job successfully, an individual must be able to satisfactorily perform each essential duty listed below. Reasonable accommodations will be made for disabled persons, covered by the Americans With Disabilities Act, in accordance with its requirements.*

- Arrives at work punctually every day.
- Treats co-workers and the public with equality, dignity, and respect.
- Researches legal issues, topics and questions.
- Writes and edits judicial decisions and provides assistance and recommendations to Judge and Magistrates in determining case outcomes.
- Reviews and analyze Objections to Magistrates' Decisions and recommends approval or denial as appropriate.
- Reviews and assess Ohio Supreme Court decisions and Court of Appeals decisions, primarily from the Twelfth Judicial District, provide an in-depth analysis to the Court, and prepare recommendations on remanded cases.
- Manages and tracks complex cases.
- Assists in trials, pre-trials or case management proceedings as requested.
- Tracks new legislation and rules to provide updates of changes impacting Court policies, protocols, and / or local rules.
- Maintains legal resources for Judge and Magistrates.
- Answer procedural questions for attorneys and the public.
- Maintains confidentiality of sensitive information pertaining to this position.
- Attends all staff and other required meetings unless excused by Judge or Court Administrator.
- Works as a strong team member with all court staff.

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### **EQUIPMENT OPERATED**

Must be able to competently operate the following equipment: Personal Computer, Printers, Copiers, Paper Shredders.

### **CONTACTS WITH OTHERS**

Professional interaction with the public, representatives of the legal community, outside agencies, and in-house staff.

### **CONFIDENTIAL DATA**

All court-related files pertaining to mental health and adoption hearings and court filings.

### **WORKING CONDITIONS**

Good office working conditions.

### **USUAL PHYSICAL DEMANDS**

*The following physical demands are typically exhibited by position incumbents performing this job's essential duties and responsibilities. These physical demands are not, and should not be construed to be job qualification standards, but are illustrated to help the employer, employee and/or applicant identify tasks where reasonable accommodations may need to be made when an otherwise qualified person is unable to perform the job's essential duties because of an ADA disability.*

While performing duties of this job, the employee regularly exhibits digital dexterity when working on the computer. The employee frequently sits for extended periods of time, and occasionally stands and walks. Employee occasionally bends and reaches when retrieving files, and other related tasks. Employee must be able to lift and carry twenty-five (25) pounds as needed. Employee converses verbally with others in-person and by telephone. Employee is required to type decisions, case notes, and Probate Forms. Vision demands include frequent close, relatively detailed vision using a computer screen.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of:** Probate law and procedure, Ohio Revised Code, general computer operations and applications, PC Software including Microsoft Office Suite, Excel, Oracle and PC based hardware. Possesses, acquires, and maintains the technical / professional expertise required to do the job effectively and to create solutions. Technical / professional expertise is demonstrated through problem solving, applying professional judgment, and competent performance.

**Ability to:** exhibit patience and professionalism in working with the public, court staff, and legal professionals; maintain confidentiality of confidential and sensitive subject matter; maintain effective work relationships with court staff and job contacts; works independently. Maintain effective performance under pressure; handling stress in a manner that is acceptable to others and to the organization. Stays calm and even-tempered when handling crises, stressful situations, continuous change, or unexpected developments. Is able to recover from difficult situations. Is seen as a settling influence in a crisis.

**Skill in:** typing efficiently and accurately; communicating effectively with the public, legal professionals and court staff.

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**QUALIFICATIONS**

Minimum Requirements: Juris Doctor Degree, Admitted to the Ohio Supreme Court and in Good Standing, current on all CLE requirements, prior work experience as an attorney of at least 5 years. Experience in Probate matters is encouraged.

**Applicants are required to submit a legal writing sample with their application. May require submission to a criminal history background check and drug testing for employment. The selected candidate must successfully complete a probationary period.**

**Posting Period: January 18, 2019 through February 15, 2019**

**Applicants: Applications may be submitted through email to Heather L. Cady, court Administrator, at [cadyhl@butlercountyoohio.org](mailto:cadyhl@butlercountyoohio.org) (Please no phone calls) or may be sent to:**

**Butler County Probate Court  
Attention: Heather L. Cady, Court Administrator  
101 High Street, 2<sup>nd</sup> Floor  
Hamilton, Ohio 45011**

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee filling this position, who will be required to follow instructions and perform any duties required by the employee's supervisor or designee.

The provisions of this job description do not constitute a contract, expressed or implies, and any provision contained in this description may be modified or revoked without notice

THE BUTLER COUNTY PROBATE COURT IS AN EQUAL OPPORTUNITY EMPLOYER AND WILL NOT DISCRIMINATE ON THE BASIS OF REACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, HANDICAP, AGE, OR ANCESTRY OR ANY PERSON.

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