

The Housing Division of the Cleveland Municipal Court has an immediate opening for a Staff Attorney. Interested candidates should submit a resume and cover letter to housingcourtempoyment@cmcoh.org (please indicate Staff Attorney in the subject line of your email). To be considered your materials must be received by 4:00 PM on Friday, June 21, 2019.

CLEVELAND MUNICIPAL COURT – HOUSING DIVISION POSITION DESCRIPTION

Job Title:	Staff Attorney	FLSA Status:	Non Exempt
Department:	Magistrates	Civil Service:	Unclassified
Supervisor:	Chief Magistrate	Employment Status:	Full Time
Starting Salary:	\$22.07/hour or \$45,900/year		

JOB PURPOSE AND OVERVIEW

The Staff Attorney is responsible for providing legal research and administrative support to the Judge, Magistrates, and staff of the Housing Court.

ESSENTIAL DUTIES AND RESPONSIBILITIES OF THE POSITION

The following duties indicate the general nature and level of work performed by the Staff Attorney. They are not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of this position. Other duties may be required or assigned at any time.

1. Perform legal research.
2. Prepare memoranda, draft opinions, judgment entries, and decisions.
3. Assist judge and magistrates in preparation for trial.
4. Conduct civil pretrials and settlement conferences/mediations.
5. Complete special projects as requested by judge/magistrates.
6. Provide information to Housing Court staff regarding procedure and law.
7. Assist the public in obtaining information about pending cases.
8. Attend meetings as needed.
9. Locate files for staff, litigants/attorneys as necessary.
10. Act as Personal Bailiff to Magistrates as needed.
11. Provide assistance to landlords and tenants with processing filings.
12. Communicate on behalf of the Court with attorneys, parties, and the public.
13. Schedule non-routine hearings as requested by magistrates.
14. Perform other duties as assigned by the Court.

QUALIFICATIONS

1. A law degree from an accredited college or university.
2. Well-developed legal research and writing skills.
3. Knowledge of common office practices, procedures, and equipment.
4. Proficiency in operating a personal computer and using, or being able to learn, Microsoft Office products such as Word, Outlook, and Excel.
5. Ability to effectively and professionally communicate verbally and in writing in English to diverse audiences, and to produce concise, error-free documents and reports.
6. Professional appearance and demeanor appropriate for the position and expected of a representative of the Court.
7. Demonstrated dependability, reliability, and excellent attendance record.

Additional consideration will be given to applicants who have the following qualifications: previous experience working in the Court system; licensed to practice law in Ohio; knowledge of the Ohio Landlord/Tenant Act.

The qualifications and requirements listed above are guidelines for selection purposes. Alternative qualifications may be substituted if considered by the Court to be sufficient to demonstrate the ability to perform the essential duties of the position.

COURT EXPECTATIONS OF EMPLOYEE

The Court expects all members of its staff to adhere to all Court policies, guidelines, practices and procedures; act as a role model both inside and outside the Court; perform duties as workload necessitates in a timely, accurate and thorough manner; be conscientious about meeting department productivity standards; and communicate regularly with supervisor about department issues. Additional requirements for employment with the Court include the following.

1. Strong analytical and organizational skills and the ability to function at a high level within a large, complex organization.
2. Ability to prioritize work, work independently without daily direct supervision, and manage a variety of projects simultaneously in a high pressure atmosphere under severe time constraints. Must have good time-management skills and be highly organized and detail-oriented.
3. Excellent interpersonal skills including the ability to develop and maintain effective working relationships with judges, Court employees, lawyers, outside agencies, businesses, and the general public.
4. Ability to maintain sensitive and confidential information.
5. Creativity and ability to conceive and implement innovative approaches to solve problems and meet objectives. Ability to recognize the need for change and respond with flexibility to changing program demands, propose solutions, and ensure that solutions are implemented.
6. Must be conscious of and sensitive to the diversity within the Court's jurisdiction and be able to interact professionally with this diverse population of people from many different geographic, socioeconomic, religious, racial, and ethnic backgrounds on a regular basis.
7. Patience, objectivity, maturity, effectiveness under stress, initiative, adaptability, and sound judgment.

AT-WILL EMPLOYMENT

The Staff Attorney is an at-will employee and serves at the pleasure of the Court; he/she is not in the classified civil service system and is not a member of a bargaining unit. The Court is an Equal Opportunity Employer and does not discriminate on the basis of age, gender, religion, race, color, national origin, ancestry, sexual orientation, or disability.