

**TENTH DISTRICT COURT OF APPEALS**  
***AN EQUAL OPPORTUNITY EMPLOYER***

STAFF ATTORNEY- JUDGE TERRI B. JAMISON

APPLICATION DEADLINE: January 31, 2025

SALARY RANGE: \$102, 648 to \$119,412

**Position Summary:**

This is a full-time position to serve as a Staff Attorney at the Tenth District Court of Appeals for Judge Terri B. Jamison. The position reports directly to and is supervised by Judge Jamison. The selected candidate will be responsible for conducting legal research, reviewing legal documents and issues, and drafting memoranda, decisions, and opinions at the judge's discretion.

**Essential Duties and Responsibilities:**

Conduct legal research on the substantive and procedural issues relating to Judge Jamison's assigned cases and issues requested by the judge.

Establish thorough knowledge of relevant portions of assigned case files, review parties' briefs, and prepare written memoranda, draft opinions, including dissenting and concurring opinions, and revisions per the judge's instructions.

Cite check and edit draft documents to produce polished and professional opinions.

Attend court hearings and conferences as requested by the judge.

Research and draft decisions on post-judgment motions, including motions for reconsideration, reopening, certification of conflict, and en banc review.

Attend CLE courses and take all other actions necessary to maintain good standing with the Ohio bar.

Arrive at work on time and be present during scheduled work hours; cooperate with the judges, administrators, and all co-workers to accomplish the court's work in an efficient manner.

Perform other duties as assigned by Judge Jamison or court administrators.

**Knowledge, Skills and Abilities:**

Excellent interpersonal skills and ability to communicate effectively, both orally and in writing, with judges and staff.

Thorough knowledge of applicable and relevant laws and rules of practice and procedure.

Proven analytical and legal research skills and attention to detail and accuracy.

Ability to conduct legal research using automated research services.

Ability to analyze legal questions from different areas of law and to formulate and present recommendations.

Ability to effectively manage a case docket and produce work product of exceptional quality.

Effective time management, reliability and punctuality.

Ability to work independently without daily supervision and organize and prioritize duties.

Ability to maintain sensitive and confidential information and exercise sound discretion and to maintain the highest ethical standards.

**Qualifications and Experience:**

Juris Doctor degree and pending application to sit for the Ohio Bar Exam or admission to the Ohio Bar or required.

**At-Will Employment:**

The Tenth District Court of Appeals is an at-will employer that seeks to attract, employ, and retain highly skilled and motivated individuals, attempts to maintain staff continuity for the efficiency of its operation, and desires to foster and maintain an ethical, professional, and impartial work environment.

Apply by emailing a cover letter, resume, writing sample, and 3 professional references to: Court Administrator Douglas Eaton at [dweaton@franklincountyohio.gov](mailto:dweaton@franklincountyohio.gov).

Application materials will not be accepted after the submission date indicated above.

THE TENTH DISCRITCT COURT OF APPEALS IS AN EQUAL OPPORTUNITY EMPLOYER AND WILL NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, DISABILITY, AGE, OR ANCESTRY OF ANY PERSON.