

**CLEVELAND MUNICIPAL COURT – HOUSING DIVISION
JOB POSTING**

The Housing Division of the Cleveland Municipal Court has an immediate opening for a Judicial Clerk/Staff Attorney. **Applications will be accepted until March 17, 2017.**

The Judicial Clerk/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 include:

- Perform legal research.
- Prepare memoranda, draft opinions, judgment entries, and decisions.
- Assist judge and magistrates in preparation for trial.
- Conduct civil pretrials and settlement conferences/mediations.
- Complete special projects as requested by judge/magistrates.
- Provide information to Housing Court staff regarding procedure and law.
- Assist the public in obtaining information about pending cases.
- Attend meetings as needed.
- Locate files for staff, litigants/attorneys as necessary.
- Act as Personal Bailiff to Magistrates as needed.
- Communicate on behalf of the Court with attorneys, parties, and the public.
- Schedule non-routine hearings as requested by magistrates.
- Perform other duties as assigned by the Court.

Qualifications for the position include:

- A law degree from an accredited college or university, or graduating May 2017.
- Well-developed legal research and writing skills.
- Strong analytical and organizational skills.
- Ability to prioritize work, and work in a high pressure atmosphere
- Excellent interpersonal skills, including the ability to develop and maintain effective working relationships with Judges, court staff, lawyers, and the general public.
- Ability to maintain sensitive and confidential information.

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.

Applicants should submit a cover letter, resume, writing sample, and unofficial transcript by U.S. mail or electronic mail to:

Cleveland Municipal Court
Housing Division
Attn: Diana Twymon
1200 Ontario, 13th Floor
Cleveland, Ohio 44113
twymond@cmcoh.org