



Ohio Second District Court of Appeals

JOB OPENING

POSITION TITLE: Administrative Staff Attorney - Editor

Pay: Based on experience

Status: Exempt, Unclassified, At-Will

Division: Judicial

Salary Range: \$83,660-\$120,350 State Benefits

Reports to: Court Administrator

Schedule: Full-time

Work Location: 41 N. Perry St., Dayton, Ohio

Application Deadline: May 27, 2025

POSITION SUMMARY

The Administrative Staff Attorney - Editor proofreads opinions and final entries in preparation for their release and publication; oversees the weekly opinion release process.

ESSENTIAL DUTIES AND RESPONSIBILITIES

What You'll Do:

- Proofread opinions, final judgment entries, and case summaries prior to release. Review opinions and final documents for consistency and accuracy. Correct issues with spelling, grammar, punctuation, syntax, citation form, document format, and adherence to the court's opinion style and the Ohio Supreme Court's Writing Manual. Review suggested edits with judges and/or judicial staff.
- Advise judges and/or staff attorneys of potential drafting inconsistencies within the written documents and obtain approval from the assigned panel for suggested resolutions.
- Provide guidance to court staff about the preparation and finalization of opinions and judgment entries.
- Oversee and coordinate the weekly release and publication of opinions with the Ohio Supreme Court.
- Perform other duties as assigned by the judges or the Court Administrator.
- Regular, reliable, and punctual attendance is required.

QUALIFICATIONS AND EXPERIENCE

What we're looking for:

- Requires an active Ohio law license in good standing.
- Requires a minimum of six years as a licensed attorney. Prior experience as an appellate judicial law clerk and/or a lawyer in a court setting is preferred.
- Requires substantial experience editing and proofreading legal documents.
- Requires a strong command of grammar, punctuation, and spelling and the ability to identify and implement proper style, diction, and citation to authorities.

- Requires the ability to read, write, speak, and understand English fluently and to use technical legal language.
- Requires substantial skill in legal research and legal writing.
- Requires a demonstrated knowledge of substantive and procedural appellate law and familiarity with appellate court procedures.
- Requires proficiency with Microsoft Office applications (e.g., Word, Outlook, Excel), the internet, case management system, and legal research databases.
- Requires the ability to effectively interact and communicate with judges and court staff and the ability to exercise sound judgment and diplomacy.
- Requires effective time management and organizational skills and the ability to work independently with minimal direct supervision.
- **SPECIAL REQUIREMENT:** The Administrative Staff Attorney - Editor is regularly exposed to sensitive information that must be kept strictly confidential.
- **PHYSICAL REQUIREMENTS:** This position operates in a professional office environment. This role routinely uses standard office equipment, such as computers and phones. This is a largely sedentary role; however, the employee may also be required to move about the office and building. While performing the duties of this job, the employee will regularly be required to communicate and exchange information, including but not limited to reading and editing documents.

SUPPLEMENTAL INFORMATION

Compensation

The salary range for this position is \$83,660 - \$120,350 with the starting salary based on experience. The Ohio Second District offers a generous State of Ohio compensation package which includes:

- Medical Coverage
- Free Dental, Vision and Basic Life Insurance premiums after completion of eligibility period
- Paid time off, including vacation, personal, sick leave and 11 paid holidays per year
- Childbirth, Adoption, and Foster Care leave
- Public Retirement Systems (OPERS) & Optional Deferred Compensation
- Flex time and limited "hybrid" remote work options

Application Process

To be considered for this position, please apply by **May 27, 2025**, via email to Jim Nealon, Deputy Court Administrator, at NealonJ@mcohio.org and attach or enclose all of the following:

- Cover letter
- Resume
- Law School Transcript (unofficial is acceptable)
- References
- Writing Sample

Only completed applications will be considered. Interviews will be scheduled as soon as practicable. We will contact you if you are selected for an interview.

The Ohio Second District Court of Appeals is an Equal Employment Opportunity Employer and does not discriminate on the basis of race, color, religion, gender or gender identity, national origin (ancestry), military status, disability, age, genetic information, sexual orientation, or any other legally protected status when making employment related decisions.