

September 2021

Surdyk, Dowd & Turner Co., L.P.A.

Associate Attorney

Surdyk, Dowd & Turner Co., L.P.A, an AV rated defense law firm in Dayton, Ohio, seeks an Associate Attorney licensed in Ohio to handle all phases of litigation. Candidates should have strong academic credentials, and excellent analytical, research, and writing skills. Candidates must be hardworking and comfortable handling multiple projects and deadlines simultaneously. Please send a resume, references, a writing sample, law school transcript, and salary requirements by email to Jeffrey C. Turner, Esq., at jturner@sdtlawyers.com.

Indiana Department of Child Services

Local Office Attorney

The Child Services Attorney provides legal advice and legal services to Central Office, County Offices and/or staff of DCS for Juvenile law matters relating to Child Welfare, Child Support and personnel matters and to represent and assist the Agency in administrative and/ or court matters. The attorney will be responsible for representing the State in Child In Need of Services (CHINS) cases, Termination of Parental Rights (TPR), Adoptions, Foster Care Licensing Actions, and other general legal issues relating to the safety of children. You will work closely with Family Case Managers to prepare for court hearings and may serve as legal counsel for internal employment issues.

A Day in the Life:

- Advises Department of Child Services staff on various program and legal areas as assigned;
- Drafts and reviews contracts and correspondence;
- Serves as a liaison to the Attorney General on litigation and tort claims matters;
- Drafts and reviews legislation and administrative rules;
- Performs legal research and writing assignments;
- Provides general legal support for Office of General Counsel;
- Oversees contract process for local office attorneys;
- Conducts legal trainings for Family Case Managers, attorneys and others as requested;
- Litigates Children in Need of Services and Termination of Parental Rights cases in State Courts representing the agency in such actions;
- Handles administrative matters and hearings as assigned;
- Organizes and manages caseload in preparation of hearings and/or litigation;
- Generates appropriate pleadings, motions and discovery, and responses;
- Delegates to and provides support for any legal support staff;
- Drafts appeals and appellate briefs;
- May be required to participate in committees, groups or teams such as screen out committees;
- May be required serve as local counsel for the Indiana Office of Attorney General on assigned cases;
- Performs other duties as assigned.

What We're Looking For:

- Previous Litigation experience preferred.
- Experience with family law or child welfare experience also preferred.

What You Need for Success:

- Doctorate of Jurisprudence;
- Indiana Bar Admission; license in good standing;
- Strong legal research, writing and litigation skills;
- Strong communication and public speaking skills;
- Demonstrated knowledge and ability to apply relevant statutes, case law and rules.

Please email Kelsie Duggan, Child Welfare and Professional Development Attorney, for more information at Kelsie.Duggan@dcs.IN.gov

Greene County Prosecutor's Office
Assistant Prosecuting Attorney

Company Name: Greene County Prosecutor's Office

Job Location: Xenia, Ohio

Position Title: Assistant Prosecuting Attorney

Department: Civil Division

Reports to: Division Chief/Elected Prosecuting Attorney

Job Type: Full-Time

Hours: 7:30 A.M. – 4:30 P.M. Monday – Friday (variable shift/hours may apply)

Minimum Education: Juris Doctor

Description: Civil Assistant Prosecutors represent Greene County boards, commissions, officials, officers, and employees in civil matters, including but not limited to litigation, statutory compliance, and contract and document review.

The Civil Division's main function is to provide legal counsel and representation to elected officials, including all county elected officials, and township trustees.

Responsibilities: Represent and advise the County, its elected officials and various departments, agencies, boards, and commissions of Greene County;

Handle select civil litigation in actions for alleged civil rights violations; civil tort actions; and contract disputes;

Provide legal advice to County officials, boards, and commissions on all legal matters affecting county government, including general legal compliance, employment matters, land acquisition and contract negotiation;

Represent county officials, county agencies, and county employees in specialized litigation;

Advise and represent boards of township trustees on a wide variety of matters, including land use and zoning matters; and

Perform all other duties assigned to, delegated to, or required of the Assistant Prosecuting Attorney.

Experience and Skills: Must be available to work in the office on a daily basis and have the ability to meet and work outside the normal working hours;

Must be able to work both independently and collaboratively and possess strong interpersonal skills;

Must possess the ability to effectively manage time and meet deadlines;

Must possess excellent research and writing skills and requisite understanding of relevant law and regulations;

Must possess qualities of fairness, a strong work ethic, have the highest integrity, and must also maintain client confidentiality.

Benefits: Healthcare, vacation, sick leave and OPERS

Candidates should possess a strong academic record, exceptional writing abilities in addition to effective oral communication skills, and be a member of the Ohio Bar or have taken the bar exam in July 2021 (bar applicants are invited to apply.) This position is full time; no private practice is allowed. Minimum starting salary for a licensed attorney is \$50,000.00 with full benefits, including health care, vacation, sick leave, and Ohio Public Employees Retirement System. Continuing legal education credits are also available. Send, e-mail, or fax a cover letter, resume, and list of three professional references to:

David D. Hayes

Greene County Prosecuting Attorney

61 Greene Street, Suite 200

Xenia, OH 45385

dhayes@co.greene.oh.us

(937) 562-5250

(937) 562-5107 (fax)

Applications must be received no later than September 1, 2021. Any applicant who has not yet passed the bar or has been licensed less than one (1) year must submit full law school transcript.

The Louisville-Jefferson County Public Defender Corporation

[Staff Attorney](#)

The Louisville-Jefferson County Public Defender Corporation offers you the opportunity to be a litigator at an established and recognized public defender office. It is now accepting applications for entry level staff attorney positions from licensed lawyers to begin immediately. It is also accepting applications from law school graduates who are awaiting bar results for entry level staff attorney positions to begin training immediately.

Staff attorneys at the Louisville-Jefferson County Public Defender's office must be members in good standing of the Kentucky Bar Association (see SCR 2.010). This may be accomplished by applying for admission in a timely manner (see SCR 2.022) and taking and passing the Kentucky Bar Examination, which is offered twice a year in February and July. If you are a licensed attorney in another state and a member in good standing of that state's bar, it may also be accomplished by seeking reciprocal admission pursuant to SCR 2.110 or by filing an application for a limited certificate of admission to practice law in an organized public defender program (see SCR 2.112).

Successful applicants will possess a background in criminal law and trial practice and/or equivalent law school courses or clinics. Applicants should also demonstrate strong advocacy and writing skills.

Forward (by mail or e-mail) a cover letter, résumé, transcript of law school grades, writing sample, videotaped example of advocacy in an actual or moot court litigation effort (if available), and a list of personal and professional references to:

Leo G. Smith

Executive Director/Chief Public Defender Louisville-Jefferson County Public Defender Corporation Advocacy Plaza

719 West Jefferson Street

Louisville, Kentucky 40202-2732

(502) 574-3800

Fax: (502) 574-1414

E-Mail: info@metrodefender.org, OR, lgsmith@metrodefender.org

The Louisville-Jefferson County Public Defender Corporation is an affirmative action, equal opportunity employer. The Public Defender Corp. does not discriminate on the basis of race, color, gender, religious creed, national origin, ancestry, disability, or sexual orientation. The Public Defender Corp. encourages applications from minorities and other groups that are underrepresented in the legal profession.

Office of the Ohio Public Defender

Senior Assistant Public Defender 2-Death Penalty Department Manager

Qualifications: Admission to Ohio Bar pursuant to Section 4705.01; licensed to practice law for minimum of 5 years; 5 years criminal law experience which included preparing, trying & arguing murder, first degree felony & death penalty cases; 12 mos. exp. in supervising & training attorneys in preparation & presentation of criminal cases & representation of indigent criminal defendants; prior to appointment as appellate counsel for an indigent defendant in a capital case pursuant to Appt.Coun.R. 5.03, an attorney shall obtain certification from the Commission on Appointment of Counsel in Capital Cases.

Summary: This position is responsible for the planning, strategic direction, and management of the Death Penalty Department, which provides post-verdict capital representation on direct appeal, in postconviction, in federal habeas, in clemency, and in collateral litigation related to those areas of representation. The position directly supervises a leadership team of four (three Supervising Attorneys and one Program Administrator), who together supervise and support 11 staff attorneys and two core staff members.

In this position, the successful candidate will work closely with the Deputy Director of Appellate Services and four other Department Managers within the Appellate Services Division. In this role, teamwork and communication are vital. The successful candidate will also work across Divisions, with attorneys and core staff, on policy and litigation initiatives and outreach. A successful candidate will have a demonstrated track record as an effective supervisor and the ability to coordinate and manage personnel and resources in order to accomplish complex assignments and to innovate OPD's services. The candidate must have a high-level of expertise in the laws controlling state death penalty appeals as well as federal civil procedure and the unique complexities of habeas corpus law. A successful candidate will also have the ability to handle complex capital cases, coordinate focused attention on identifying and addressing systemic issues, and the ability to partner collaboratively and foster positive relationships with indigent defense practitioners within OPD and across Ohio. The position currently offers you the opportunity to work from home for a portion of time each week, so a successful candidate will additionally be self-motivated and comfortable communicating via Microsoft Teams or other conference software during those times.

Essential Functions of the position include but are not limited to:

- Oversees all operations of the Death Penalty Department. Coordinates and manages Department personnel and resources to accomplish agency and Department strategic initiatives, goals, and assignments to provide high quality and effective representation for clients.
- Directly manages, supervises, and leads assigned supervisors: engages in performance management and provides regular formal and informal feedback on performance; holds regular team meetings; provides coaching and training; sets goals; completes timely performance evaluations; prioritizes and approves schedules; assigns, reviews and approves work for content and accuracy.
- Oversees Department budget and financial resources in support of the Department and agency's strategic initiatives and mission.

- Interprets, implements, and disseminates agency and Department policies, procedures, information, and best practices.
 - Serves as an attorney-at-law to represent indigent criminal defendants in postconviction, direct appeal, federal habeas corpus, and clemency and prepares and argues cases in the courts of appeals, Supreme Court of Ohio, applicable federal courts, and before the Ohio Parole Board. Applies the highest level of technical and legal skills to the formulation of innovative legal strategy that effectively and successfully represents indigent criminal defendants, and act as lead counsel with lesser-experienced co-counsel.
 - Reviews and evaluates all case and project work within the Department
 - Assists the Policy and Outreach Division with legislative activities.
 - Presents at death penalty seminars on topics of death penalty litigation).
 - Builds and strengthens positive relationships with county public defenders and members of the private bar by rendering legal advice and support on all matters of criminal law and the provision of representation to indigent criminal defendants.
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American Civil Liberties Union of Ohio

Legal Fellow

The ACLU of Ohio invites rising third-year law students and recent law graduates, including individuals completing judicial clerkships, to apply to work with us as a Legal Fellow for up to two years in support of our work on reproductive freedom and reproductive justice. This position will be a project-based fellowship for up to two years, and the selected applicant will work with the ACLU of Ohio to seek funding from public interest fellowship organizations such as Skadden or Equal Justice Works.

Full details available at <https://www.acluohio.org/en/jobs/legal-fellow-reproductive-rights>

Hiring Criteria:

- J.D. from an accredited law school
- Admission to and continued good standing with the Ohio bar, or ability to be admitted within 6 months of start date
- Demonstrated high level legal research, writing, and analytical skills
- Substantive knowledge and understanding of constitutional law and civil liberties issues
- Understanding of and support for the values and goals of the ACLU, including strong and enduring commitment to civil rights and liberties
- Willingness to work beyond a 9 to 5 workday, or more than 40 hours per week as necessary
- Ability to travel as necessary
- Capacity to initiate and prioritize projects, work effectively under pressure, manage time effectively, and follow through on all assignments and projects
- Ability to attend to detail while remaining focused on the ultimate goal
- Ability to exhibit consistent sound judgment and a high degree of tact, discretion and professionalism
- Strong interpersonal skills and willingness to function as a member of the team

- Demonstrated commitment to the value of individuals and respect for differences of race, ethnicity, age, gender, sexual orientation, gender identity and expression, religion, ability, and socio-economic circumstance
- Desire and ability to work with individuals of diverse identities, perspectives, and viewpoints, both within the ACLU of Ohio and in the broader communities and coalitions with whom we interact

Salary: Based on skills and experience

Benefits: Health insurance, life insurance, disability insurance, retirement and paid time off.

To apply, please visit [Legal Fellow: Reproductive Rights | ACLU of Ohio \(acluohio.org\)](https://www.acluohio.org/en/jobs/reproductive-rights)

American Civil Liberties Union of Ohio
Research Attorney

The ACLU of Ohio seeks a Research Attorney to conduct factual and legal research and analysis during the initial investigation, strategic development, and litigation of potentially complex cases to defend and extend civil liberties and advance civil rights throughout Ohio and beyond. The Research Attorney will be supervised by the Deputy Legal Director when working in Columbus and the Staff Attorney when working in Cleveland and will also receive support and guidance from the other members of the legal team. In addition to conducting legal and factual research as needed on a variety of cases, the Research Attorney may help litigate cases in a supporting role, with increasing independence commensurate with their increasing experience.

Full details available at <https://www.acluohio.org/en/jobs/research-attorney>

Hiring Criteria:

- J.D. from an accredited law school
- Admission to and continued good standing with the Ohio bar, or ability to be admitted within 6 months of start date
- Substantive knowledge and understanding of constitutional law and civil liberties issues -Understanding of and support for the values and goals of the ACLU, including strong and enduring commitment to civil rights and liberties
- Willingness to work beyond a 9 to 5 workday, or more than 40 hours per week as necessary
- Ability to travel as necessary
- Capacity to initiate and prioritize projects, work effectively under pressure, manage time effectively, and follow through on all assignments and projects
- Ability to attend to detail while remaining focused on the ultimate goal

- Ability to exhibit consistent sound judgment and a high degree of tact, discretion and professionalism
- Demonstrated history of working collaboratively.
- Demonstrated commitment to the value of individuals and respect for differences of race, ethnicity, age, gender, sexual orientation, gender identity and expression, religion, ability, and socio-economic circumstance
- Desire and ability to work with individuals of diverse identities, perspectives, and viewpoints, both within the ACLU of Ohio and in the broader communities and coalitions with whom we interact

Salary: Based on skills and experience

Benefits: Health insurance, life insurance, disability insurance, retirement and paid time off

Starting date will be 10/11/2021.

For more information, including how to apply, please visit [Research Attorney | ACLU of Ohio \(acluohio.org\)](https://www.acluohio.org/careers/research-attorney)

Kaman & Cusimano, LLC

Operations Attorney

Salary

\$50,000 - \$60,000 a year

Qualifications

- Real estate law: 2 years (Preferred)

Growing Ohio real estate law firm is looking for a transactional associate attorney to join our dynamic and engaging Cleveland operations group that offers a tremendous opportunity for long term advancement and professional development opportunities. This position regularly handles transactional matters related to real estate, corporate, and contract law. Attorney should enjoy significant client contact and public speaking. Extremely competitive benefits package, including health, disability, and retirement.

Position Description:

- Cover letter with description of your skills and background
- 2 years of relevant experience in real estate, corporate, or contract law, or in representing or advising cities, municipalities, or other governmental organizations in civil matters.
- Prior work experience must demonstrate dedication and hard work
- Prior experience using a Microsoft operation system and other sophisticated software
- Must be available during business hours, as well as some evening and weekends for client meetings
- Must be able to demonstrate excellent personal skills

Optimum Skills:

- Manage high project load and administrative staff
- Drafting and reviewing contracts, easements, opinion letters, governing corporate documents and amendments
- Interact with clients over the phone and in person
- Chair client corporate meetings
- Implement and follow county real estate and recorders' requirements
- Ability to manage electronic task list and billing

Job Type: Full-time

Pay: \$50,000.00 - \$60,000.00 per year

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Disability insurance
- Flexible spending account
- Health insurance
- Health savings account
- Life insurance
- Paid time off
- Retirement plan
- Vision insurance

Schedule:

- Monday to Friday

Application Question(s):

- Are you able to practice law in Ohio?

Experience:

- Real estate law: 2 years (Preferred)

Work Location:

- One location

Work Remotely:

- No

Please visit [Operations Attorney - Cleveland, OH 44113 - Indeed.com](#) to apply.

Cardinal Health

Sr. Counsel Global Product Supply Chain

Sr. Counsel, Global Products Supply Chain

JOB TITLE: Sr. Counsel, Global Products Supply Chain

At Cardinal Health, we're developing the innovative products and services that make healthcare safer and more productive. Join a growing, global company genuinely committed to making a difference for our customers and communities.

Function: Legal

Family: Medical Segment/Commercial Transactions

Location: Dublin, OH

What Legal Department contributes to Cardinal Health

The Legal Department is responsible for providing legal advice, counsel and related services to Cardinal Health's business units. The Legal team drafts and negotiates contracts, participates in and provides input on business strategy and legal risks, receives and refers matters to Regulatory and Compliance Department's subject matter experts and manages those matters to conclusion and otherwise acts as the primary legal counsel for the business unit clients.

Accountabilities in this role

- Provide proactive and pragmatic legal advice and guidance to Global Sourcing business clients based on advanced knowledge of commercial healthcare transactions, knowledge of corresponding laws and regulations a plus
- Demonstrate strong business acumen and ability to draft and negotiate contracts
- Handle fast paced and high volume workload
- Identify legal and compliance issues and business risks and escalate appropriately
- Effectively communicate with all levels of the Cardinal Health organization
- Identify and collaborate with subject matter experts from other teams, especially Litigation, Regulatory Counsel and Compliance
- Proactively identify opportunities for process improvements and efficiencies, including enhancements or adjustments to contract templates based on changes in legal requirements or business strategies
- Work under the general supervision of senior attorneys and exercise sound judgment as to matters that require attention of Legal and Department senior leadership
- Responsible as primary business attorney for certain business segments as designated by leadership

What is expected of you for success in your role

- Provide sound, practical judgment in the interpretation and application of relevant laws, especially Antitrust laws, but also Anti-Kickback Statute, and False Claims Act
- Consult with and seek guidance from senior attorneys and subject matter experts when appropriate
- Have excellent writing, contract drafting and negotiating skills
- Proactively identify and assess business and legal risks, including pre-litigation disputes and inquiries

- Demonstrate excellent communication skills and ability to provide business clients with clear and precise guidance on business and legal risks
- Develop and conduct legal training for business clients
- Seek input and expertise from other in-house lawyers and outside counsel and provide guidance to the business based on discussions with subject-matter experts
- Understand complex legal and business situations and discern relevant versus non-relevant facts and information
- Collaborate with others and build knowledge of business and key stakeholders
- Proactively develop and maintain legal knowledge in specialized area(s), remaining up-to-date on applicable regulations, cases, trends and best practices
- Identify opportunities to improve efficiency while providing high services levels
- Communicate in a professional and persuasive manner and have appropriate support and substantiation for legal advice and recommendations Interpret and provide guidance on Cardinal Health's policies and procedures
- Be able to develop and implement policies, projects, processes, systems and controls across a complex company
- Be able to work independently, cross-functionally and collaboratively

Qualifications

- J.D. with a record of high academic achievement in the undergraduate level and in law school
- License to practice law in Ohio or active bar license in another state
- 6-9 years in related field, preferably in a large complex organization
- Commercial/transactional experience required, knowledge of healthcare law preferred
- Excellent oral and written communication skills; acute attention to detail
- Outstanding interpersonal skills, including diplomacy and flexibility, and the ability to interface effectively and engender trust and confidence with personnel at many different levels throughout the company
- Enthusiasm and "self-starter" qualities enabling him or her to manage responsibilities with an appropriate sense of urgency; the ability to function effectively and efficiently in a fast-paced and dynamic environment
- Business acumen, including a well-developed understanding of business and commerce and the ability to diagnose corporate legal problems and present positive, creative solutions and alternatives

Cardinal Health is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, ancestry, age, physical or mental disability, sex, sexual orientation, gender identity/expression, pregnancy, veteran status, marital status, creed, status with regard to public assistance, genetic status or any other status protected by federal, state or local law.

To apply, please visit [Sr. Counsel Global Products Supply Chain | Multiple Locations | Cardinal Health](#)

BakerHostetler LLP

Labor & Employment Attorney

The Columbus Office of BakerHostetler has an opening for Labor & Employment attorney. This is a non-partnership track position. The position will require mostly employment litigation work with some employment work, and the ideal candidate will have at least 2 years of relevant litigation experience. Please send resume and law school transcript to: jadducchio@bakerlaw.com

Sheppard Law Offices, Co., L.P.A.

Family Law Associate Attorney

Sheppard Law Offices, Co., L.P.A. is currently seeking to hire a qualified candidate for the position of Family Law Associate Attorney. This position is an entry level position. Consideration will be given to those applicants who have taken the July 2021 Ohio Bar Exam. Applicants with prior Family Law experience and/or a strong desire to practice in Family Law is preferred.

The Family Law Associate Attorney will be trained and mentored personally by Attorney Kenneth L. Sheppard, Jr. This position will be for our Hilliard office. In 2022, the Hilliard office will be relocating to a newly constructed office building in the New Albany/Westerville area. The successful applicant will primarily handle Family Law cases. In addition, the successful applicant will also assist in matters involving probate law, estate planning, tax, and bankruptcy.

Sheppard Law Offices is a boutique Ohio law firm with its practice concentrated in the areas of bankruptcy, taxation, family law, estate planning, and probate. We have 6 Ohio office locations: Columbus, Hilliard, Newark, Mount Vernon, Canton, and Akron. This position involves traveling between our central Ohio offices (i.e. Columbus, Newark and Mount Vernon) and courts throughout central Ohio.

Compensation: Salary is commensurate with experience.

Benefits: Semi-Annual Bonuses based on individual job performance and firm profitability

Please submit a cover letter, resume, and 3 professional references to:

Kenneth L. Sheppard, Jr., Esq.

Sheppard Law Offices, Co., L.P.A.

3535 Fishinger Blvd., Ste. 190

Hilliard, Ohio 43026

Phone: (614) 523-3106

E-Mail: ken@sheppardlawoffices.com

Putnam County Prosecutor's Office

Assistant Prosecutor

The Putnam County Prosecutor's Office is seeking an attorney to fill the position of Assistant Prosecutor to work primarily in the Juvenile Court handling abuse, dependency and neglect cases as well as delinquency and child support matters.. The successful applicant will also provide support in other courts as needed. Some experience is preferred but not necessary. Candidates should be a licensed attorney in good standing with the Ohio Supreme Court, possess strong writing and oral communication skills and excellent trial advocacy skills. Compensation for the position will be commensurate with the candidate's experience and include full county benefits Interested applicants should send their resume, cover letter, references and writing sample to:

Gary L. Lammers

Putnam County Prosecuting Attorney

336 E. Main Street

Ottawa, OH 45875

or electronically to gary.lammers@putnamcountyohio.gov

Office of the Ohio Public Defender

Assistant Public Defender 2-County Outreach & Legislation

Location: Columbus, Ohio.

Qualifications: Admission to Ohio Bar pursuant to Section 4705.01; licensed to practice law for minimum of 3 years; 3 years criminal law experience; admission to practice law in federal courts, excluding United States Supreme Court.

Summary of position: The APD2 will provide counsel and technical assistance to state and county agencies and indigent defense providers and participants. You will collaborate with county-level system parties and stakeholders on compliance with standards and developing, improving, and implementing systems that comply with standards. In this position, you will be headquartered in Columbus and expected to travel to counties across the State of Ohio (up to 40% of your time). You will play a pivotal role in providing guidance and support to county indigent defense systems, including compliance with standards, guidelines and administrative rules related to indigent defense. A portion of your time will also be dedicated to supporting agency legislative efforts related to matters of criminal law and policy. You will register as an agency lobbyist at the Statehouse work and under the guidance of the agency's Legislative Policy Manager, perform activities that align with agency priorities, including helping research current and proposed legislation, draft proposed legislation, draft agency testimony, testify before the legislature, analyze other documents used in legislative efforts, and assist in research on policy matters.

To apply, please visit:

https://dasstateoh.taleo.net/careersection/oh_ext/jobdetail.ftl?job=210005JB&tz=GMT-04%3A00&tzname=America%2FNew_York

Office of the Ohio Public Defender

Assistant Public Defender 2-County Outreach & Reimbursement

Location: Columbus, Ohio.

Qualifications: Admission to Ohio Bar pursuant to Section 4705.01; licensed to practice law for minimum of 3 years; 3 years criminal law experience; admission to practice law in federal courts, excluding United States Supreme Court.

Summary of position: The APD2 will provide counsel and technical assistance to state and county agencies and indigent defense providers and participants. You will collaborate with county-level system parties and stakeholders on compliance with standards and developing, improving, and implementing systems that comply with standards. In this position, you will be headquartered in Columbus and expected to travel to counties across the State of Ohio (up to 40% of your time). You will play a pivotal role in providing guidance and support to county indigent defense systems, including compliance with standards, guidelines and administrative rules related to indigent defense. A portion of your time will also be dedicated to providing legal counsel to the Reimbursement Program of the Division. The Reimbursement Program is responsible for administering reimbursement to Ohio's 88 counties for the operation for their indigent defense systems. You will research, analyze and interpret complex legal issues and inquiries related to reimbursement, contracts, recoupment, and other indigent defense system concepts and processes.

To apply, please visit:

https://dasstateoh.taleo.net/careersection/oh_ext/jobdetail.ftl?job=210005JA&tz=GMT-04%3A00&tzname=America%2FNew_York

Office of the Ohio Public Defender

Assistant Public Defender 2-Wrongful Conviction

Location: Columbus, Ohio.

Qualifications: Admission to Ohio Bar pursuant to Section 4705.01; licensed to practice law for minimum of 3 years; 3 years criminal law experience; admission to practice law in federal courts, excluding United States Supreme Court.

Summary of position: The APD2 will screen and evaluate claims of wrongful conviction; research, analyze, and interpret very complex issues of law; prepare briefs, memoranda, motions, and other pleadings subject to review (e.g., work as co-counsel or lead counsel on criminal cases at the trial, appellate, and post-conviction level). The position will help lead other attorneys and staff in forming legal strategies for a particular client, and will research areas of forensic science and medicine as needed to advocate for particular clients. The APD2 will appear in state and federal courts to represent indigent criminal defendants (e.g. oral arguments, hearings, trials, other proceedings)

To apply, please visit:

https://dasstateoh.taleo.net/careersection/oh_ext/jobdetail.ftl?job=210004QP&tz=GMT-04%3A00&tzname=America%2FNew_York

Office of the Ohio Public Defender

Assistant Public Defender 4-Prison Legal Services Supervising Attorney

Location: Columbus, Ohio.

Qualifications: Admission to Ohio Bar pursuant to Section 4705.01; licensed to practice law for minimum of 5 years; 5 years criminal law experience; prior to appointment as appellate counsel for an indigent defendant in a capital case pursuant to Appt.Coun.R. 5.02 & 5.03, an attorney shall obtain certification from the Commission on Appointment of Counsel in Capital Cases.

Summary of position: The Supervising Attorney will be part of the Prison Legal Services (PLS) supervising team that is jointly responsible for directing the operations of OPD's three reception-center locations (Lorain Correctional, Correctional Reception Center at Orient, and Ohio Reformatory for Women at Marysville) and managing the direct representation of clients at Release Violation and Open Full Board hearings. The successful candidate will possess and exercise leadership skills in order to effectively supervise Assistant Public Defenders and Administrative Professionals and ensure that the agency's mission and values are communicated to staff, integrated into their goals, and reflected in their work on behalf of clients. The PLS section provides a legal orientation to all individuals sentenced to the Ohio Department of Rehabilitation and Correction, answers questions pertaining to criminal sentences, jail-time credit, judicial and other release mechanisms, and other common inquiries, and represents RV and OFB hearings.

To apply, please visit:

https://dasstateoh.taleo.net/careersection/oh_ext/jobdetail.ftl?job=210004JG&tz=GMT-04%3A00&tzname=America%2FNew_York

Animal Legal Defense Fund

Legislative Affairs Program Fellow

REMOTE

Job Title: Legislative Affairs Program Fellow

Location: Remote (internet access required)

Term of Employment: Full-time/At-will (2021-2023)

Union: Bargaining unit member of the NPEU ("Nonprofit Professional Employees Union") Reports to: Strategic Legislative Affairs Manager

Position Objectives:

Legislative Affairs Program Fellowships further the mission of the Animal Legal Defense Fund (ALDF) to protect the lives and advance the interests of animals through the legal system by developing resources and executing strategic legislative activities to advance priority animal protection legislation. Legislative Affairs Fellows are responsible for the day-to-day management of assigned projects, including ensuring the completion of all necessary outreach, research, and writing. Legislative Affairs Fellows are exposed to a wide range of policy

initiatives where they will gain experience with – and knowledge of – animal protection issues, legislative campaigns, and advocacy work at the local, state, and federal level.

Essential Responsibilities:

- Assist the Legislative Affairs Program in developing resources to support key legislative campaigns by drafting memoranda and testimony on behalf of ALDF; creating factsheets; and compiling supporting documents
- Effectively communicate with legislators, staff, supporters and advocates; develop coalitions with animal protection organizations as well as non-traditional stakeholders to magnify support for ALDF legislative priorities
- Monitor bill introduction in certain states providing analysis to the Legislative Affairs Program with recommendation to support/oppose
- Assist with the review, development, and advancement of new legislative campaigns and advocacy opportunities that support ALDF's mission and legislative goals via research, drafting issue memorandum, outreach to stakeholders, and legislative drafting
- Collaborate with Criminal Justice Program and Litigation Program staff on new legislation and legislative matters with a criminal or litigation component respectively
- Work with Communications to draft action alerts, social media posts, update website, and other outreach (i.e. Op-Eds, Letters to the Editor, press release, etc.)
- Prepare and deliver presentations for professional conferences, advocacy engagement, and fundraising events, as needed
- Provide in-house expertise for staff on questions concerning Legislative Affairs Program policy initiatives in general and legislative strategy
- Other legislative affairs projects (e.g. intersection of animal protection/environmental degradation/human health) as requested by Strategic Legislative Affairs Manager

Qualifications:

- Understand and be committed to the mission of the Animal Legal Defense Fund;
- Juris Doctor, excellent performance in law school, and admission (either anticipated or already granted) to practice law in at least one state;
- Excellent organizational and prioritization skills and ability to meet deadlines;
- Excellent written and verbal communication skills;
- Excellent legal research and writing skills;
- Excellent interpersonal skills and ability to communicate effectively with colleagues, organizational members and supporters, members of the public, and others;
- Computer literacy;
- Positive attitude, ability to work cooperatively with others, and ability to function well in a team-oriented work environment;
- Bilingual in English/Spanish is a plus.

Compensation & Benefits: Competitive compensation package with comprehensive benefits

- Comprehensive health care plan(s);
- Flexible spending account (FSA);
- Dental benefits;
- Vision benefits;
- Life insurance;
- Generous Paid Time Off;
- 11 paid holidays;

- 401k retirement plan after one year of employment, with employer match up to 5% of annual salary;

EOE Disclaimer:

The Animal Legal Defense Fund (ALDF) is committed to providing an employment environment which is welcoming of persons from diverse backgrounds and free from unlawful discrimination and harassment, and in which all legal rights of our employees are recognized and protected. ALDF conducts all internal and external operations, programs, and employment-related decision making (including hiring decisions) without regard to actual or perceived race, ancestry, color, religion, national origin, citizenship, immigration status, sex or gender (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender identity or expression, political affiliation, disability or medical condition (including physical, intellectual, or psychiatric), sexual orientation, marital status, military or veteran status, genetic information, age, or other protected category, and in compliance with all applicable federal, state, and local anti-discrimination and anti-harassment laws.

How to Apply:

Please no phone calls. To apply, please send a resume and cover letter (both are required) to jobs@aldf.org. Please do not send transcripts, recommendation letters, or writing samples to this email box, as they will not be considered.

Contact: jobs@aldf.org

Wayne County Government
[Public Defender Attorney](#)

JOB TITLE: Public Defender Attorney, Two Positions
Online: www.co.wayne.in.us

Salary: \$76,912.98-\$81,912.98/Annually

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Wayne County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job unless the accommodation would cause an undue hardship.

Incumbent serves as Attorney for the Public Defender Department, responsible for providing defense and legal counsel to individuals accused of crimes

DUTIES:

- Provides legal counsel and criminal defense to individuals charged with Murder, all levels and classes of felonies and misdemeanors, and violations of probation.
- Provides legal counsel and defense for juvenile offenders in delinquency cases, as well as for children and parents in CHINS and Termination of Parental Rights cases. Also assigned to other legal matters as needed and as assigned by the Judges of the Wayne Circuit and Superior Courts. -Interviews clients and gathers information.
- Interviews witnesses for formal legal discovery.
- Researches suppression issues in cases.
- Negotiates with Prosecutors to determine best resolution of cases.
- Meets with clients to discuss negotiations and pre-sentence reports.
- Prepares clients for mercy plea hearings and trials.
- Attends plea and sentencing hearings.

- Reviews advance sheets for law changes and conducts legal research. Attends legal seminars to meet required continuing education laws.
- Prepares related trial work for court and jury.
- Performs related duties as assigned by the Judges of the Wayne Circuit and Superior Courts.

I. JOB REQUIREMENTS:

- Doctoral Degree in Jurisprudence and Indiana license to practice law.
- Must be at least 21 years of age.
- Thorough knowledge of criminal law, juvenile law, constitutional law, and federal, state, and local laws/ordinances, with the ability to effectively administer department operations, counsel clients, and argue cases before the court.
- Knowledge of standard legal procedures and practices of Wayne County courts and Public Defender's Office.
- Ability to use standard office equipment, including computer, printer, calculator, and transcriber/dictaphone.
- Ability to compare or observe similarities and differences between data, people, or things.
- Ability to analyze, evaluate, observe, diagnose, and investigate.
- Ability to coordinate, place, make determinations, take action based on data analysis.
- Ability to understand and follow oral or written instructions, write notes, and request supplies in writing or orally.
- Ability to file, post, mail materials, copy data from one document to another and to interview to obtain information.
- Ability to prepare presentations and interview/counsel/advise people.
- Ability to write detailed reports, such as motions and briefs.
- Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.
- Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.
- Ability to comply with all employer/department personnel policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.
- Ability to work alone with minimum supervision.
- Ability to work on several tasks at the same time, and work rapidly for long periods, often under time pressure.
- Ability to read and carry out simple instructions.
- Ability to plan and lay out assigned work projects.
- Ability to read/interpret detailed prints, sketches, layouts, specifications, and maps.
- Ability to count, make simple arithmetic additions/subtractions.
- Ability to occasionally respond to emergencies from off duty status.
- Possession of a valid operator's license and demonstrated safe driving record.

II. DIFFICULTY OF WORK:

Incumbent defends individuals in accordance with legal requirements, exercising judgment to effectively research and investigate cases, prepare, and argue cases before the court, and ensure most appropriate defense as individual cases demand. Incumbent's work involves a range of duties often requiring careful consideration of a variety of circumstances and involves multiple choices and interrelationships.

III. RESPONSIBILITY:

Incumbent works under general supervision with assignments guided by broad policies and general objectives. Incumbent's performance is reviewed primarily for compliance with legal requirements and attainment of objectives. Incumbent uses judgment to regularly make decisions in absence of policy, subject only to guidance from the Courts.

Incumbent reports directly to assigned Judge(s).

IV. PERSONAL WORK RELATIONSHIPS: Incumbent maintains frequent contact with court personnel, Jail, Prosecutors, Clerk's Office, criminal and juvenile offenders, witnesses, and the public for a variety of purposes,

including giving and receiving information and ideas, explaining and interpreting policies and procedures, presenting cases before court, and/or arriving jointly at decisions or solutions to problems.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent works in a courtroom environment, involving sitting/walking at will, sitting for long periods, lifting/carrying objects weighing up to 25 pounds, close vision, far vision, keyboarding, color perception, speaking clearly, hearing sounds/communication, and handling/grasping/fingering objects. Incumbent is occasionally required to work extended hours, weekends, evenings, and travel out of town, sometimes over night. Incumbent occasionally responds to emergencies from off-duty status.

Incumbent may occasionally be exposed to violent/irate individuals, responding to situations involving potential physical harm to self and others.

APPLY TO:

Kory George, Probation Department
Wayne County Government
401 East Main Street
Richmond, IN 47374

Email: kgeorge@co.wayne.in.us

Wayne County is an Equal Opportunity Employer

The Appalachian Research and Defense Fund of Kentucky, Inc.

[Low Income Taxpayer Clinic \(LITC\) Director](#)

AppalReD Legal Aid is recruiting for a Low Income Taxpayer Clinic (LITC) Director in its Richmond office located at 114 North Third Street, Richmond, KY. This well-established legal services program is in its 50th year of serving low-income and other vulnerable clients in eastern and south-central Kentucky. AppalReD Legal Aid operates a network of 5 field offices with a staff of 25 attorneys, 3 paralegals, and supporting personnel. Each office has excellent facilities and the necessary equipment to permit the staff to function as a first-class law firm.

AppalReD Legal Aid's LITC serves 86 Kentucky counties. The Clinic Director acts as the primary contact with the IRS and state tax authorities for clients with tax controversies. Key responsibilities include:

- Screening potential clients.
- Handling the clinic caseload.
- Managing the caseload for any pro bono attorneys or volunteers.
- Supervising the LITC paralegal.
- Providing training and supervision to pro bono attorneys and other tax assistance volunteers to ensure accurate and timely service to low income taxpayers.
- Providing technical assistance/advice regarding individual income tax issues to other AppalReD Legal Aid attorneys as needed.
- Conducting educational outreach and workshops on various tax issues.
- Maintaining relationships with local non-profits and other low income taxpayer clinics to ensure appropriate services are received by clients.

- Documenting all client related and educational outreach/workshop activities.
- Preparing LITC grant applications and related reports.
- Ensuring reporting on client cases is complete, accurate, and in compliance with LITC program guidelines.

Applicants should have a strong interest in serving the legal needs of low-income people and a strong interest in tax law. Admission to practice law in Kentucky or eligibility for limited admission under Kentucky Supreme Court Rule 2.112 if admitted in another state is preferred, but May 2021 law school graduates will be considered. Salary ranges from \$45,218 to \$74,734 depending on experience with generous benefits and leave time.

Interested applicants should apply to Robert C. Johns, Executive Director, AppalReD Legal Aid, 120 N. Front Avenue, Prestonsburg, KY 41653 or via email at robertj@ardfky.org. Applicants should send a resume under a cover letter indicating the specific nature of their interest in the position. Applicants should also enclose a writing sample and list of references. Selected applicants will be asked to visit the Richmond office. For further information and questions, interested applicants may call Robert C. Johns at (606) 889-1984.

Submission Deadline: Friday, September 10, 2021

An Equal Opportunity Employer

Ken Perry Realty

Director of Marketing and Legal Strategy

The Director of Marketing and Legal Strategy will develop and implement a comprehensive annual marketing strategy, in physical and digital formats, to gain new customers and keep current customers in both the residential and commercial market of the Greater Cincinnati region, with key marketing strategies resulting in increased revenue and repeat clients across our multifaceted region. Additionally, the Director of Marketing and Legal Strategy should expect to counsel the CEO on various legal subjects.

At Ken Perry Realty, you will be an integral part of the team with direct contact and collaboration with the CEO, and a key resource utilized in decision making for all advertising, branding, public relations endeavors, and legal considerations. As Director of Marketing and Legal Strategy, you will need to be keenly aware of the current real estate landscape, researching consumer trends, and trying to stay a step ahead of our competitors.

The Director of Marketing and Legal Strategy should be comfortable with researching local laws, applying various state legal standards, digitally savvy. Additionally, the applicant should be able to leverage various social media outlets, manage email platforms to create an awareness of both the brand and the product being offered, and engage with current and prospective clients using dynamic content that promotes and cements the reputation of the company and the community it reaches.

Ken Perry Realty is looking for someone who is detail-oriented, has the ability to lead and implement without direct supervision, can be both a team-player while also being self-motivated, and able to manage and execute a wide variety of projects in a timely manner.

Job Expectations:

- Work alongside CEO to evaluate various real estate prospects including, but not limited to land deals, commercial property, mergers and acquisitions, employment law, and general residential real estate matters.
- Negotiate on behalf of Ken Perry Realty.
- Collaborate with outside counsel.
- Plan and execute digital, social, web, and PR campaigns and strategies and assess their effectiveness, including but not limited to Facebook, Instagram, email campaigns, seasonal mailings, and the like.
- SEO Optimization
- Directs and implements the organization's marketing campaigns and initiatives.
- Maintain all data capture and client interaction to build a comprehensive CRM.
- Negotiate with media agencies and secure agreements on the production of promotional sales materials.
- Participate in projects with new and existing customers, including original pursuit of these customers up to executing set up and follow through.
- Create and manage a marketing budget, participating in the annual budget meetings with the Ken Perry Realty executive team.
- Create and follow a marketing calendar with quarterly objectives, targets, and check-ins.
- Create and manage all social advertising within Facebook Business Manager, Google, and any other websites deemed necessary, responding and engaging with online clientele in comments and posts.
- Thorough knowledge of web analytics (i.e. Google Analytics, WebTrends, etc.) and Google Ads.
- Be able to evaluate the effectiveness of marketing strategies, campaigns, mailings, and the like, providing measurable and sustainable results showing increased traffic and visibility on our website, social media pages, and overall business and brand.
- Be able to maintain an active awareness and eagerness to learn the current real estate trend, competitive landscape, and identify new markets.
- Ensure that all ads, whether physical or digital, and all marketing endeavors comply with the state real estate commission guidelines.
- Problem solving, time management, communication skills, and demonstrated business acumen are all required.
- Familiarity with Microsoft Office Suite and Adobe Pro, in addition to any other tools the Marketing Director desires as an essential need to do business, while maintaining a knowledge on emerging products and services.
- Establish and define the core message and narrative of the brand to use as a building block.
- Recruits and manages any necessary marketing staff needed to maintain quality and quantity of our business.

Education and Experience

- Bachelor's Degree in Marketing, Advertising, or Graphic Design, and/or sufficient professional experience of 3-5 years.
- JD from an accredited law school.
- **(PREFERRED)** Marketing background.
- **(PREFERRED)** Has a broad understanding of real estate with 1 to 2 years of Realtor experience.

Physical and Emotional Requirements

- Normal expectations will be from 9:00am – 5:00pm M-F. As your job will often involve projects with deadlines, these hours may occasionally fluctuate as needed.
- Compassionate, empathetic personality type who hears and sees the problems around them and desires to make things better and gives their best effort in everything they do.
- Strong communication experience, able to articulate complex ideas in a creative manner and able to influence or persuade others.

KPR Offerings

- Competitive salary
- On-going, free learning opportunities and paid conferences and workshops.

- Career experience that can span beyond Ken Perry Realty for personal and professional growth.

To apply, please send resume to David Trump, Executive Assistant to Ken Perry, at david@kprrealty.net

About Ken Perry Realty

Ken Perry Realty is a unique, locally-owned real estate firm with the ability to meet the distinct needs of each and every one of our clients. Our agents range from the first time home buyer specialist to the commercial real estate professional with multi-million dollar deals under their belt. Our broker, Ken Perry, is a leading Real Estate expert with nearly three decades of experience selling homes, land, and commercial property in the Northern Kentucky and Cincinnati area, and served two terms as the Kentucky Real Estate Commissioner. At Ken Perry Realty, our clients can expect a professional experience coupled with the attention to detail each real estate transaction needs.

Equal Opportunity Employer

Ken Perry Realty is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. Ken Perry Realty makes hiring decisions based solely on qualifications, merit, and business needs at the time.

Office of the Ohio Public Defender

[Assistant Public Defender 1-Washington County](#)

The Office of the Ohio Public Defender seeks an Assistant Public Defender 1 (APD1) to serve in the Washington County Office of our Trial Services Division. The Washington County Office is a trial-level office that provides criminal defense representation to clients who cannot otherwise afford an attorney in the courts in Washington County. The APD1 position will represent indigent trial-level clients facing misdemeanor and felony criminal charges, as well as representation in the juvenile court. Note: the position does not involve trial-level representation in federal court and does not involve post-trial representation on direct appeal, state post-conviction, or federal habeas litigation.

The successful APD1 candidate will thrive in a close-knit team environment and be interested in trial-level work and providing client service in a fast-paced work environment. A successful candidate will also be eager to work with a supervisor to learn the intricacies of the position and succeed in providing high-quality representation.

Essential duties of this position include but are not limited to:

- Prepare cases for trial
- Try cases as lead counsel or co-counsel
- Represent clients in community control violations
- Conduct pre-trial conferences, hearings, and plea negotiations
- Examine witnesses
- Present legal arguments and evidence

The qualified applicant will have demonstrated knowledge of:

- Substantive and procedural criminal law
- The rules of evidence
- Constitutional law applicable to criminal litigation
- Issues pertaining to trying a criminal case before a jury
- Litigation experience is preferred but not required.

****NOTE: Please submit a Cover Letter with your application****

****NOTE: Individuals who took the July 2021 bar exam are encouraged to apply.****

About the Office of the Ohio Public Defender

The OPD is the state agency responsible for providing legal representation and other services to people accused or convicted of a crime who cannot afford to hire an attorney.

- **OPD Mission:** Advocating. Fighting. Helping.
- **OPD Vision:** A Fair Justice System.
- **OPD Values:** Compassion. Dignity. Equity. Integrity. Service. Community.

OPD Commitment to Diversity, Equity and Inclusion: Our commitment to inclusion is inseparable from our commitment to a fair justice system. We strive to ensure inclusive spaces and services for our staff, our clients, and Ohio's diverse communities. We are committed to building a work environment where all our team members have a voice and can embrace our differences to innovate service to the public. We can best meet our public defense mission through a diverse workforce and an inclusive workplace, where employees thrive, our mission is accomplished, and Ohioans are served. #TeamOPD is grounded in diversity, equity, inclusion as we work together to pursue fairness and justice for all people

Follow OPD on Facebook and Twitter

Benefits of joining the State of Ohio team:

- Extensive health benefits for all full- and part-time permanent employees
- Guaranteed 10 paid state holidays every year and paid leave accrues each pay period
- At least a 14 percent employer contribution to your OPERS pension plan
- Employee Tuition Reimbursement programs
- Life insurance coverage for all permanent employees
- See more at totalrewards.ohio.gov

The Office of the Ohio Public Defender complies with federal and state disability laws and makes reasonable accommodations for applicants and employees with disabilities. If reasonable accommodation is needed to participate in the job application or interview process, please contact Tamra Meister, ADA Coordinator, at 614-466-5394 or hcm@opd.ohio.gov.

Qualifications

Licensed to practice law in State of Ohio pursuant to section 4705.01 of Revised Code.

Note: Temporary Certification for Practice in Legal Services, Public Defender, and Law School Programs may be accepted in lieu of License to practice law in State of Ohio pursuant to Gov. Bar R. IX of the Supreme Court of Ohio.

Office of the Ohio Public Defender

Assistant Public Defender 1

Compensation : \$16.23-\$47.56

The Office of the Ohio Public Defender seeks an Assistant Public Defender 1 (APD1) to serve in the Athens County Office of our Trial Services Division. The Athens County Office is a trial-level office that provides criminal defense representation to clients who cannot otherwise afford an attorney in the courts in Athens County. The APD1 position will represent indigent trial-level clients facing misdemeanor and felony criminal charges, as well as representation in the juvenile court. Note: the position does not involve trial-level representation in federal court and does not involve post-trial representation on direct appeal, state post-conviction, or federal habeas litigation.

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Essential duties of this position include but are not limited to:

- Prepare cases for trial
- Try cases as lead counsel or co-counsel
- Represent clients in community control violations
- Conduct pre-trial conferences, hearings, and plea negotiations Examine witnesses
- Present legal arguments and evidence

The qualified applicant will have demonstrated knowledge of:

- Substantive and procedural criminal law
- The rules of evidence
- Constitutional law applicable to criminal litigation
- Issues pertaining to trying a criminal case before a jury Litigation experience is preferred but not required.

Litigation experience is preferred but not required.

****NOTE: Please submit a Cover Letter with your application****

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- Employee Tuition Reimbursement programs
- Life insurance coverage for all permanent employees
- See more at totalrewards.ohio.gov

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Qualifications

Licensed to practice law in State of Ohio pursuant to section 4705.01 of Revised Code.

Note: Temporary Certification for Practice in Legal Services, Public Defender, and Law School Programs may be accepted in lieu of License to practice law in State of Ohio pursuant to Gov. Bar R. IX of the Supreme Court of Ohio.

Knowledge of criminal law; judicial system & process in Ohio; supervision; policies & procedures of Ohio Public Defender Commission (e.g., standards promulgated*; human relations; general management*; legal counseling; interviewing; public relations. Ability to deal with many variables & determine specific action; prepare &/or review pleadings, briefs, motions & memoranda; gather collate & classify information about data, people or things; handle complex legal issues involving significant risks, personal pressure & unusual attention to detail; establish good rapport with clients & their families &/or work cooperatively with county public defenders & members of private bar; code items from one symbolic form to another; calculate fractions, decimals & percentages.

(*)Developed after employment.

The typical starting salary for this position is \$53,850; however, the salary will be commensurate with relevant experience.

This position serves at the pleasure and discretion of the State Public Defender. This position serves in a fiduciary relationship to the State Public Defender and will have an unclassified status per Ohio Revised Code 124.11 (A) (9).

Intentional omission of relevant information, falsification, or misrepresentation of information on the application will disqualify the applicant. In addition, such intentional acts are grounds for immediate termination of an employee.

Background Check Information

The final candidate selected for the position will be required to undergo a criminal background check. Criminal convictions do not necessarily preclude an applicant from consideration for a position. An individual assessment of an applicant's prior criminal convictions will be made before excluding an applicant from consideration. All final applicants tentatively selected for this position will be required to submit to urinalysis to test for illegal drug use prior to appointment. An applicant with a positive test shall not be offered employment.

Legal Services of Northern California

[Staff Attorney \(Contract\)](#)

POSITION: Staff Attorney (Law School Graduate or Attorney)

LOCATION: Potential openings in field offices and Expanded Access Project (Auburn, Chico, Eureka, Redding, Sacramento, Ukiah, Vallejo and Woodland.)

TO APPLY: Identify the office and location to which you are applying and send résumé, writing sample, and three references with telephone numbers to:

Julie Aguilar Rogado, Deputy Director

jaguilar@lsnc.net

Legal Services of Northern California

517 12th Street

Sacramento, CA 95814

APPLICATION DEADLINE: Open Until Filled

START DATE: Fall 2021

PROGRAM DESCRIPTION: Founded in 1956, Legal Services of Northern California (LSNC) provides high quality civil legal assistance to the poor, seniors, and people with disabilities in 23 northern California counties.

RESPONSIBILITIES: Under supervision of the managing attorney, participate in all aspects of litigation including, but not limited to: client interviews, factual investigation, legal research, discovery, preparation of legal documents, negotiations, trials, and appellate work in both State and Federal Courts; appear at administrative hearings; provide legal advice to individual clients, and general legal information to eligible community groups as well as to the public in general.

QUALIFICATIONS CRITERIA:

a. Knowledge of the principles and procedures of litigation in state and federal courts, administrative agencies and hearing rights; substantive areas of law relevant to program/office case priorities; principles of community development and establishment of working relationships; the theories of changes in the law and how to implement strategies for developing changes; principles and procedures of legislative advocacy; the importance of written reports to management; computer research methods.

b. Skills: Client interviewing, investigation, legal research, analytical reasoning ability, creativity, excellent English writing skills, negotiation, trial skills, appellate writing and oral argument, communication/listening skills,

ability to work under stress and short time lines, ability and desire to work with/for low-income people, older adults and people with disabilities, ability to empathize with client communities, and the ability to do online research.

c. Language: An ability to relate to the client community being served; bilingual in a language spoken by client communities preferred, but not required

d. Housing/Landlord-Tenant law experience, particularly unlawful detainer defense, preferred but not required

EDUCATION/EXPERIENCE: J.D. and a member of the California Bar or awaiting California Bar results and otherwise eligible for admission. This is an entry-level position or higher - law graduate or attorney with one (1) to three (3) years' experience working with low-income people preferred; experience with community outreach and organizing preferred; Spanish-speaking ability preferred, but not required.

SALARY RANGE: Beginning at \$5,417/month - DOE according to scale.

BENEFITS: Legal Services of Northern California offers an excellent fringe benefit plan.

LSNC PROVIDES A BILINGUAL BONUS FOR EMPLOYEES WHO SPEAK A SECOND LANGUAGE, OTHER THAN ENGLISH, COMMONLY SPOKEN BY CLIENTS WHEN THE SECOND LANGUAGE IS USED ON THE JOB FOR WHICH THE PERSON IS EMPLOYED.

LSNC IS AN EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER AND ENCOURAGES WOMEN, PEOPLE OF COLOR, PEOPLE WITH DISABILITIES, OLDER PEOPLE, AND LESBIAN, GAY, BISEXUAL, AND TRANSGENDER PEOPLE TO APPLY.

Legal Services of Northern California

Staff Attorney (Contract)

Sacramento County Office

TO APPLY: Send cover letter, résumé, writing sample, and three references with telephone numbers to:

Sarah Ropelato, Managing Attorney

515 12th Street

Sacramento, CA 95814

sropelato@lsnc.net

APPLICATION DEADLINE: Open Until Filled

START DATE: TBD

PROGRAM DESCRIPTION: Founded in 1956, Legal Services of Northern California (LSNC) provides high quality civil legal assistance to the poor, elderly, and people with disabilities in 23 northern California counties.

RESPONSIBILITIES: Under supervision of the Sacramento office's Managing Attorney, will participate in all aspects of advocacy and litigation including, but not limited to: client interviews, factual investigation, legal research, discovery, preparation of legal documents, negotiations, trials, and appellate work in both state and federal courts; appear at administrative hearings; provide legal advice to individual clients, and general legal information to eligible community groups as well as to the public in general; responsible for serving medical-legal partnership sites, including intake and case handling for medical-legal partnership clients and ongoing medical provider training. Travel to off-site medical-legal partnership locations will be required.

QUALIFICATIONS CRITERIA:

- a. Knowledge of the principles and procedures of litigation in state and federal Courts, administrative agencies and hearing rights; substantive areas of law relevant to program/office case priorities; principles of community development and establishment of working relationships; the theories of changes in the law and how to implement strategies for developing changes; principles and procedures of legislative advocacy; the importance of written reports to management; computer research methods.
- b. Skills: Client interviewing, investigation, legal research, analytical reasoning ability, creativity, excellent English writing skills, negotiation, trial skills, appellate writing and oral argument, communication/listening skills, ability to work under stress and short time lines, ability and desire to work with/for poor people, people with disabilities and other under-served populations; ability to empathize with the client community, and the ability to do computer research.
- c. Language: An ability to relate to the client community being served; bilingual in a language spoken by client communities preferred, but not required.

EDUCATION/EXPERIENCE: J.D. and a member of the California Bar. This is an entry-level position or higher - attorney with one (1) to five (5) years' experience working with low-income people preferred; experience with community outreach preferred; Spanish-speaking ability preferred, but not required.

SALARY RANGE: DOE, starting at \$5,417/month

BENEFITS: Legal Services of Northern California offers an excellent fringe benefit plan.

LSNC PROVIDES A BILINGUAL BONUS FOR EMPLOYEES WHO SPEAK A SECOND LANGUAGE, OTHER THAN ENGLISH, COMMONLY SPOKEN BY CLIENTS WHEN THE SECOND LANGUAGE IS USED ON THE JOB FOR WHICH THE PERSON IS EMPLOYED.

LSNC IS AN EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER AND ENCOURAGES WOMEN, PEOPLE OF COLOR, PEOPLE WITH DISABILITIES, OLDER PEOPLE, AND LESBIAN, GAY, BISEXUAL, AND TRANSGENDER PEOPLE TO APPLY.

Human Trafficking Institute
Associate Legal Counsel

Position Location: Remote

Application Deadline: Open until filled

Position Type: Full-time

Compensation: Competitive salary and benefits commensurate with experience

The Associate Legal Counsel will be a vital member of HTI's growing legal team and report to the Director of Legal Engagement. The successful candidate will have a team-player approach and experience as a state or federal prosecutor responsible for prosecuting human trafficking cases. The Associate Legal Counsel primarily will be responsible for the development, authorship, and publication of HTI's annual Federal Human Trafficking Report, a one-of-a-kind legal resource that reports on the federal enforcement efforts to combat human trafficking in the United States. [Click here](#) to read the complete job description, and email your resume, a cover letter outlining relevant experience, and three professional references to applications@traffickinginstitute.org to apply.

Human Trafficking Institute
Project Attorney

Position Location: Remote

Application Deadline: Open until filled (Anticipated start date: August 14, 2021)

Position Type: At-will; 20-40 hours per week for a minimum of 3 months (with the possibility of a month-to-month extension)

Compensation: \$25.00 per hour

The Project Attorney will assist in the development and publication of the 2021 Federal Human Trafficking Report. Reporting to the Senior Project Attorney, they will focus primarily on the collection and analysis of data from federal human trafficking cases. Through a detailed review of criminal and civil human trafficking cases, the Project Attorney will support the Report's authors in the identification of current trends in federal human trafficking cases and the publication of a comprehensive written report documenting the key findings. [Click here](#) to read the complete job description, and email your resume and cover letter to applications@traffickinginstitute.org to apply.

Saleh & Associates, P.A.
Associate Attorney

Saleh & Associates, P.A., an AV-rated full-service immigration firm in Coral Gables, seeks associate attorney to work on family and employment-based cases, as well as removal matters. Candidate must have excellent writing and organizational skills. Law Review and Spanish speakers preferred. Competitive salary and benefits. Please email resume and writing sample to Liana Botta, LBotta@salehlaw.com.

Clinton County Prosecutor's Office
Assistant Prosecutor, Felony Division

Clinton County, Ohio

To apply for this position please email resume and cover letter to Kelly Shoemaker, Office Administrator, Prosecutor's Office, kshoemaker@clintonctyprosecutor.com or mail to 103

E. Main St., Wilmington, OH 45177. Resume should include 3 references including phone and email contact information.

This job will be posted until filled.

Job Title: Assistant Prosecutor, Felony Division

Department/Office: Prosecutor's Office

Position Reports To: Prosecuting Attorney

Unclassified

Exempt

Full-Time Position

Starting Salary: Commensurate with Experience

Job Summary: Directly reports to the Prosecuting Attorney. This position will require general prosecutorial duties as well as felony criminal prosecution and trial work.

This full time position is eligible for medical, dental, vision and life insurance benefits as well as Ohio Public Employee Retirement (OPERS)

This job description is not intended to be all inclusive and may be changed at any time with or without notice. It's not a contract of employment, express or implied. Job responsibilities may include other responsibilities as assigned by immediate supervisor, Department Head or Elected Official.

Clinton County is an Equal Opportunity Employer.

Legal Aid Society of Louisville

[Staff Attorney-Family Law Custody and Visitation Hotline](#)

We are an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law.

DESCRIPTION

STAFF ATTORNEY

The Legal Aid Society seeks a staff attorney to represent clients in family law matters, staffing the Legal Aid Society Custody and Visitation Hotline. The successful candidate will handle calls on the hotline full-time, providing advice via the telephone and self-help forms to callers. The successful candidate will demonstrate a commitment to public service and ensuring access to justice for all. As part of this work, the team member will take calls, create and notate electronic files, and provide self-help support to callers.

Purpose of Job: To provide uniform, high quality advocacy for low-income clients in all forums, including the courts, administrative agencies, and community outreach initiatives.

Work Environment: Work performed in the office setting, in the courts, in administrative agencies and in the community.

Reports to Advocacy Director or other designated manager.

Essential Job Functions:

1. Provide legal representation through the policies and practices consistent with professional standards for the delivery of civil legal services to the poor and consistent with any requirement of Legal Services Corporation and all other funding sources or program policies.
2. Maintain accurate and complete files or records. Prepare reports and timely complete forms and records necessary for client services or administrative tasks related to job.
3. Interact with clients and staff and service providers professionally and appropriately. Establish and maintain rapport with clients to obtain accurate information and to establish trust. Work with other staff on client services or other program tasks in a collegial and cooperative nature. Develop and nurture good relations with service providers who make referrals or otherwise coordinate with the program.
4. Work with supervisor to develop plan for advocacy work within program priorities and funding to define balance between impact work and service work, as well as community education and other outreach.
5. Work with supervisor to identify individual training needs and develop strategies with case supervisor to address those needs.
6. Attend and actively participate in planning meetings, trainings and task forces, as well as office meetings.
7. Occasional night and weekend work hours; some local and out of town travel.

Qualifications:

1. Must have demonstrable commitment to understanding and addressing issues of low-income constituents.
2. Must have J.D. and be admitted to practice in Kentucky and in good standing or must be eligible for admission to the Kentucky Bar under Kentucky Supreme Court Rule 2.112 if admitted to practice in another state.
3. Must have skills to use office technologies, including case management software.
4. Must be able to balance administrative and client advocacy responsibilities.
5. Must be able to operate a motor vehicle, hold a valid driver's license, and be able to be insured under the Legal Aid Society auto insurance policy.

Physical Requirements:

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, controls or equipment; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, color vision, and the ability to adjust focus.

The physical demands described above are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Other:

The statements contained in this job description reflect general details necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be

considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or to otherwise balance the workload.

Legal Aid Society is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, national or ethnic origin, age, disability, or veteran status.

Salary:

\$44,818 - \$55,472

City of Dayton, Ohio

Equal Opportunity Specialist II

Salary: \$57,366.40 - \$77,604.80 per year

Department: Human Relations Council

The Equal Opportunity Specialist II (EOS II) will ensure that residents are treated equitably in housing, employment, public accommodations, credit activities, and police interactions regardless of race, color, religion, national origin, sex, age, disability, or any other protected characteristic. The incumbent conducts education and outreach initiatives and assists the Community Appeals Board in carrying out its function of hearing appeals between residents and the Dayton Police Department. The EOS II will focus on equity and inclusion initiatives by compiling data, conducting research, presenting recommendations, and providing support across the organization to ensure all in our community receive fair and equitable treatment. The incumbent will help to create, implement, and maintain initiatives to affirmatively further fair housing in the City of Dayton and work with all parties to redress instances of discrimination through investigation, conciliation, and other alternative methods.

Minimum Qualifications:

Bachelor's degree in Urban Studies, Urban Affairs, Public policy, Urban Planning, Transportation Planning, Community Development, Public Administration, Political Science, Demographics, Econometrics, Geography (GIS), Social Anthropology, Environmental Studies, Social Studies, Sociology, Social Work, Criminal Justice, Social Justice, Human Rights or a closely related field; **AND** 4 years of experience in civil or human rights, social justice, fair housing, equal employment, conflict management, or working with immigrants and other minorities;

OR

Law degree **AND** 2 years of experience in civil or human rights, social justice, fair housing, equal employment, conflict management, or working with immigrants and other minorities

A Master's Degree in one of the above listed areas may be substituted for one year of the above required experience.

Degree must be from a college or university that is accredited by the U.S. Department of Education through the North Central Association of Colleges and Schools Higher Learning Commission or equivalent region.

License Requirements:

Must possess a valid driver's license at time of appointment and maintain thereafter as a term and condition of continued employment.

Notes:

Applications must specifically address each of the minimum qualifications, directly showing how each is met.

Appointment to positions in this classification will require applicants to pass a police background investigation. Final permanent appointment is contingent upon the applicant passing a job-related medical examination, including drug screen, and providing documentary evidence of Employment Authorization and Identity.

Applicants offered employment with the City will be required to pass a nicotine screening. Newly hired employees must remain tobacco and nicotine free as a condition of continued employment.

The Tobacco and Nicotine Free Hiring Policy **does not apply** to current City employees subsequent to HR Policy 2.09.

An Equal Employment Opportunity Employer

M/F/H

Benefits:

[Click here for benefit information.](#)

To apply, please visit <https://www.jobapscloud.com/DaytonOhio/sup/bulpreview.asp?R1=21&R2=4403&R3=001>

Finney Law Firm, LLC

Labor and Employment Associate

Finney Law Firm is seeking to hire a new associate for its Labor and Employment practice. With offices in Eastgate and Mt. Adams, Finney Law Firm is a growing firm that strives to make a difference in the greater Cincinnati area through its personal and professional work. Members of our Labor and Employment team primarily focus on matters involving wrongful termination, discrimination, harassment, and wage and hour claims.

Job Overview

The primary functions of this position will be to assist our growing Labor and Employment practice. A desirable candidate will be able to successfully:

- Conduct client intake meetings
- Obtain, review, and analyze documents necessary for case management
- Draft, review, and finalize memos, motions, pleadings, etc.
- Prepare and coordinate discovery requests and responses
- Attend Court appearances for case management, hearings, etc.
- Complete legal research and summarize findings with a concise memo
- Communicate and coordinate with staff, clients, opposing counsel, and other points of contact

Required Skills and Abilities

- Strong attention to detail and work ethic

- Demonstrated interest in employment law
- Good legal writing skills
- Strong academic record
- Willing to work individually and as part of a team with a mature attitude

Preferred Qualifications

- Top 33% of law school class and/or 3.3 GPA
- Mock Trial, Moot Court, and/or Law Review experience

How to Apply and Additional Information

This is a full-time, benefits eligible position that will primarily be located at the Eastgate office location. Pay is both competitive and negotiable based upon the applicant's qualifications and experience.

Benefits: Health, Dental, Vision, 401(k), etc.

To apply, please send a cover letter, resume, and a copy of transcript (unofficial transcripts are acceptable), to Katherine Fox at katherine@finneylawfirm.com. Application materials will be reviewed on a rolling basis until the position is filled.

Porter Wright Morris & Arthur LLP

Research Analyst

We are currently seeking candidates for a full-time (40 hours) Research Analyst. This position reports to the Knowledge Management and Library Manager and will be based in the firm's Columbus office.

Essential Duties:

- Ability to provide high quality, legal and non-legal research assistance for attorneys and staff.
- Analyze and synthesize information to produce actionable intelligence for attorneys and staff.
- Generate and assemble information packets on potential clients, industry trends, and subject specific topics for attorneys and staff.
- Monitor and create alerts for legal, regulatory, company and industry related information.
- Assist with instruction on research techniques and tools for attorneys and staff virtually and in live sessions.
- Assist with the coordination of the library's internal training initiatives.
- Assist with the maintenance and dissemination of resources through the firm's Intranet.
- Prepare and maintain instructional guides, pathfinders, and other documentation to promote library resources.
- Support knowledge management initiatives and assist with special projects as required.
- Assist with IRC orientation, training, outreach and marketing of IRC services.
- Provide backup coverage for other staff.

Competencies:

- Excellent oral and written communication skills; Must be able to communicate effectively with a diverse group of attorneys and staff.
- Strong customer service attitude, excellent interpersonal skills, and the ability to work collaboratively as part of a team.
- Willingness to learn and stay current with the most effective legal research methods and various types of technologies.
- Highly dependable and able to provide high-quality service in a fast-paced environment.
- Ability to manage multiple projects and deadlines.
- Initiative and creativity strongly desired.

Qualifications:

- ALA accredited degree in Library and Information Science or a JD from an ABA accredited institution or equivalent experience will be considered.
- Law firm experience is highly desirable but not required.
- Knowledge of standard legal research sources such as Lexis, Westlaw, Bloomberg Law;
- Knowledge of a wide variety of free and fee-based business resources, subject specific databases, and legal analytics tools.
- Demonstrated proficiency in Microsoft Office Suite including Word, Outlook, Excel and PowerPoint. Ability to learn new technologies. Web design experience desirable but not required.
- Ability to work independently, prioritize, and manage multiple projects under pressure.
- Ability to communicate with a diverse group of attorneys and staff.
- Exceptional attention to detail, strong analytical and problem solving skills.

Submit your resume and cover letter to:

Mary Lynn Creighton, Manager of Knowledge Services

MCreighton@porterwright.com

The Appalachian Research and Defense Fund of Kentucky, Inc.

[VOCA Staff Attorney](#)

AppalReD Legal Aid is recruiting for a VOCA staff attorney in its Somerset office located at 108 College Street, Somerset, KY. This well-established civil legal services program is in its 50th year of serving low-income and other vulnerable clients in a 37-county area, which includes the Appalachian Mountains of eastern Kentucky and rolling hills of south-central Kentucky. AppalReD Legal Aid operates a network of five field offices with a staff of

25 attorneys, 3 paralegals, and supporting personnel. Each branch office has excellent facilities and the necessary equipment to permit the staff to function as a first-class law firm.

AppalReD Legal Aid receives grant funding from the Kentucky Justice & Public Safety Cabinet under the federal Victims of Crime Act (VOCA) to provide legal services to victims of crime including victims of domestic violence, dating violence, sexual assault, stalking, fraud, and elder abuse. This full-time VOCA staff attorney position will address victims' legal needs in the areas of family law, housing, consumer, and public benefits.

Applicants should have a strong interest in serving the legal needs of low-income people and crime victims, a special desire to work in a rural area, and a particular interest in the problems of Appalachia. Admission to practice law in Kentucky or eligibility for limited admission under Kentucky Supreme Court Rule 2.112 if admitted in another state is preferred, but May 2021 law school graduates will be considered. Salary ranges from \$41,108 to \$61,535 depending on experience with generous benefits and leave time.

Interested applicants should apply to Robert C. Johns, Executive Director, AppalReD Legal Aid, 120 N. Front Avenue, Prestonsburg, KY 41653 or via email at robertj@ardfky.org. Applicants should send a resume under a cover letter indicating the specific nature of their interest in the position. Applicants should also enclose a writing sample and list of references. Selected applicants will be asked to visit the Somerset office. For further information and questions, interested applicants may email or call Robert C. Johns at (606) 889-1984.

Submission Deadline: Friday, September 17, 2021

An Equal Opportunity Employer

Franklin County Municipal Court
[Self Help Resource Center Staff Attorney](#)

PAY GRADE/SALARY: 11/\$28.54 per hour | \$60,236.80 annually

The Franklin County Municipal Court is one of the largest and busiest municipal courts in the state. The Court has 14 judges in the General Division and one judge in the Environmental Division. Judges preside over civil, criminal, and traffic cases and conduct both jury and non-jury trials. The Court's jurisdiction includes traffic cases, misdemeanor criminal cases and civil cases where the amount at issue is \$15,000 or less. The Environmental Court has exclusive jurisdiction over criminal cases involving violations of the local housing, building, fire, zoning, health, waste collection, and animal licensing and abuse. The Court also hears civil cases involving nuisance properties, local appeals and landlord/tenant disputes.

The Court has seven magistrates who preside in traffic arraignments, eviction cases and small claims cases; approximately 260 employees; and an annual operating budget of more than \$25 million. Judges are elected countywide for six-year terms; all of the Court's employees are exempt, unclassified, at-will and serve at the pleasure of the Court.

The geographic jurisdiction of the Court is all of Franklin County and those portions of the City of Columbus that extend beyond the boundaries of Franklin County. The Franklin County Municipal Court is the judicial branch of the City of Columbus government from which it receives the majority of its funding despite its jurisdiction and name.

The Franklin County Municipal Court Self Help Resource Center was created in 2015 as a cost-effective solution to Ohio's access to justice problem. SHRC staff provides legal information, not legal advice, about civil matters in Municipal Court including the sealing of criminal records, landlord/tenant disputes, small claims and general claims lawsuits and commercial debt collection. The SHRC assists the Court through the three goals in its mission: to improve court filings, increase access to justice and provide a positive point of contact between the Court and the community.

The Staff Attorney under the direction of the Managing Attorney assists with managing court-wide programs providing services to self-represented litigants across multiple case types, including record sealing, landlord/tenant disputes, small claims, general division claims and consumer/debt collection; participates in community outreach on behalf of the Court; serves as a center of knowledge for best practices of serving pro se litigants for the Court; assists with supervising community volunteers in the Center; and performs other related duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES OF THE POSITION

The following duties are typical for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required or assigned.

- Provides legal information to self-represented litigants that otherwise would not have access to legal assistance and ensures that SHRC visitors are provided with referrals to legal and non-legal resources as necessary
- Plans, manages, reviews, evaluates and proposes new court programs to provide assistance to self-represented litigants across a variety of case types, including record sealing, landlord/tenant disputes, small claims, general division claims, and consumer/debt collection
- Recommends, facilitates and consults with the Managing Attorney on the implementation of process, policy, and procedural changes to maximize assistance to self-represented litigants
- Stays abreast of technological solutions and other innovations that can enhance the provision of court services to self-represented litigants and leverages those solutions for the benefit of court users
- Works closely with judges, the Clerk of Courts and other court staff to ensure that self-represented litigants are receiving the assistance necessary to improve court filings and improve the efficiency of the court system
- Assists in the preparation of a variety of correspondence, periodic and special reports, narrative and statistical reports, informational publications, program documentation, policies, procedures and other written materials; and may access varied databases or use information from various sources to prepare such materials
- Operates a variety of modern office hardware and software
- Maintains effective working relationships with judicial officers, court staff and justice partners engaged in the provision of services to self-represented litigants and ADR services
- Works with the Clerk's office and other court departments to develop forms and educational materials designed to better serve self-represented litigants and improve the quality of filings received by the Clerk's office
- Performs community outreach on behalf of the SHRC and the Court to increase SHRC traffic
- Attends community meetings and presents to various groups on services provided by the SHRC
- Participates in providing CLEs to attorneys interested in learning more about SHRC services
- Performs other related duties as assigned

KNOWLEDGE

- Ohio judicial branch operations; court policies, procedures and processes; Ohio Rules of Court and Franklin County Municipal Court local rules; and forms that are commonly used by self-represented litigants
- Applicable laws and codes; relevant educational materials; proper forms and the correct completion of them; appropriate referral sources
- Current and in-development software solutions, including web-based, to assist self-represented litigants through, e.g., completion of forms and obtaining remote access to court services
- Best practices that help self-represented litigants with accessing and using the court system

REQUIRED QUALIFICATIONS

- Graduation from an accredited college or university with a juris doctorate degree
- Experience with access to justice projects, especially related to record sealing, landlord/tenant disputes, small claims, general division claims and consumer/debt collection
- Ability to serve as a strong advocate for the court and court programs to the public and to assist the Court in providing services to self-represented litigants
- License Requirement: Active member in good standing with the State Bar of Ohio, currently awaiting Ohio Bar Exam results or have been approved to sit for the Ohio Bar Exam
- Ability to plan, organize, administer, and coordinate projects, programs, and operations, consistent with Court policies and goals
- Ability to exercise excellent time management, triage and multitasking skills
- Ability to exercise initiative and proactively identify and make improvements to existing processes both within the SHRC and throughout the Court
- Experience with exercising excellent independent judgment in dealing with complex and/or sensitive matters; maintain confidentiality
- Experience with preparing clear and concise correspondence, reports, and related written materials; read, understand, interpret, and apply a variety of statutes, rules, and regulations; analyze complex issues, apply applicable legal authorities, and reach legally sound decisions
- Experience with engaging with the public with respect, tact, and empathy; work cooperatively and professionally, and communicate effectively, with judicial officers, court personnel, and justice partners
- Experience with analyzing complex matters, formulate recommendations and alternatives, anticipate problems, and present ideas and solutions in a logical and justifiable manner, often while under pressure
- Ability to communicate emphatically, neutrally and clearly with individuals of diverse socioeconomic, cultural and ethnic backgrounds, including people with disabilities
- Ability to provide high quality, trauma-informed services to individuals facing stressful and difficult situations
- Operate modern office equipment, including computers, smart phones, tablets, and software applications designed to assist self-represented litigants
- Experience working in a team-oriented and collaborative environment
- Ability to effectively and professionally communicate verbally and in writing in English to diverse audiences, including the ability to communicate technology terminology for lay audiences
- Pleasant personality; ability to interact, communicate and maintain effective working relationships with judges, other elected officials, employees, law enforcement officers, lawyers, and others conducting business with the Court
- Conscious of and sensitive to the diversity within the Court's jurisdiction and ability to interact professionally with this diverse population of people from many different geographic, socioeconomic, religious, racial and ethnic backgrounds on a regular basis
- Professional appearance and demeanor appropriate for the position and expected of a representative of elected officials
- Demonstrated dependability, reliability and excellent attendance record
- Patience, objectivity, maturity, effectiveness under stress, initiative, adaptability, leadership and sound judgment

PREFERRED QUALIFICATIONS

Experience working with judges and court staff is preferred

BENEFITS

The Franklin County Municipal Court offers an excellent benefits package that includes: health, prescription, vision, dental and life insurance; short-term disability; generous vacation, sick and personal leave; 11 paid holidays; longevity service payments; sick leave reciprocity; an employee assistance program; deferred compensation program; tuition reimbursement; and credit union membership.

Court employees are members of the Ohio Public Employees Retirement System which provides retirement, disability and survivor benefits for public employees. All full-time employees hired after Jan. 20, 2010, contribute

to OPERS by paying the required employee share, which is 10 percent of their salary. The Court pays the required employer's share of 14 percent of an employee's salary. Court employees do not have any Social Security taxes withheld from their pay because they are OPERS members.

APPLICATION PROCESS

Applicants must submit the Court's employment application form, a resume and a cover letter addressed to Human Resources Director Lynn Bruno that describes with some specificity how an applicant's qualifications match those required for the position.

The Franklin County Municipal Court Judges application can be found online at:
<https://municipalCourt.franklincountyohio.gov/About/Employment/Employment-Opportunities>.

Applications should be completed and submitted online. Application materials should be sent to CourtHR@fcmclerk.com.

Receipt of applications will be acknowledged by e-mail, and only those applicants invited for an interview will be contacted by telephone.

COURT EXPECTATIONS OF EMPLOYEE

In completing the duties and responsibilities of the position, the Court expects the employee will 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.

AT-WILL EMPLOYMENT

Employees of the Court are at-will employees and serve at the pleasure of the Court; they are not in the classified civil service system and are not members of bargaining units.

EQUAL OPPORTUNITY EMPLOYER

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, disability, military status or genetic information.

Cole Acton Harmon Dunn

Associate Attorney

Cole Acton Harmon Dunn is an established, full-service law firm located in and serving the Springfield, Ohio community for over 100 years. We are seeking an associate attorney who wants to follow a track to partnership. The firm's practice areas include estate planning, probate, criminal law, personal injury, municipal law, domestic relations, real estate, corporate/business law, civil litigation and the general practice of law.

Requirements:

- Juris Doctor degree
- Licensed to practice law in Ohio

The ideal candidate will possess:

- An interest in becoming a partner in the firm.
- Strong analytical, research, writing, and organizational skills.
- The ability to handle matters independently.

- Strong attention to detail in all work, along with the ability to manage multiple files and to prioritize workloads to effectively meet all deadlines.
- Excellent oral and written communication skills with the ability to interact professionally with fellow attorneys, staff, and clients.
- Ability to independently solve problems and exercise sound judgment with minimal direction.

Salary:

- Salary is negotiable. Health insurance, vision insurance, SIMPLE IRA retirement benefits, long-term disability insurance, and term life insurance are available to qualified full-time employees.

Please see posting in Handshake to apply.

Franklin County Prosecutor's Office

[Assistant Prosecuting Attorney \(Criminal Division\)](#)

POSITION TITLE: Assistant Prosecuting Attorney (Criminal Division)
IMMEDIATE SUPERVISOR: Chief Counsel, Criminal Division
HOURS: Monday - Friday, 8am - 5pm
STARTING SALARY: Negotiable depending on experience
MINIMUM REQUIREMENTS: Bachelor's Degree, Juris Doctorate
 Admission to Ohio Bar pursuant to Section 4705.01 of the Ohio Revised Code
FLSA: Exempt
CLASSIFICATION: Unclassified

The Franklin County Prosecutor's Office is currently looking for attorneys with prosecution (or equivalent) experience. Our office is expanding several units and will be hiring prosecutors with one to five years' experience for Grand Jury and to prosecute lower level felonies, subject to advancement. These positions will be available within the next six to twelve months.

POSITION SUMMARY: The Assistant Prosecuting Attorney (APA) in the Criminal Unit is an attorney interested in criminal law who has a firm foundation in legal research and writing, good time-management skills, and a willingness to participate in trials. The APA will operate standard office equipment, including but not limited to telephone, computer, laptop, printer, fax, copier, calculator, and other necessary office equipment. This position requires high levels of confidentiality.

ESSENTIAL FUNCTION AND RESPONSIBILITIES:

- Handle a docket of felony cases.
- Prepare cases for Grand Jury and/or trial, including contacting victims and witnesses.
- Present cases to Grand Jury and/or trial.
- Analyze legal issues.
- Draft subpoenas and requests for records.
- Represent the State of Ohio in daily court hearings.
- Conduct legal research on various legal issues.
- Prepare motions and legal briefs.

- Work professionally with defense attorneys, court personnel, law enforcement agencies, and the public.

CORE COMPETENCIES:

- Critical thinking and decision making skills
- Detail oriented
- Flexible and quick-thinking
- Quick learning ability when new tasks are required
- Prioritize all job duties to ensure accurate and timely completion of responsibilities
- Good time management
- Possess excellent research and writing skills with requisite understanding of relevant legal issues
- Knowledge of computers and computer operating systems with ability to learn Matrix case management system
- Must possess qualities of fairness, a strong work ethic, have the highest integrity
- Maintain confidentiality
- Able to conduct business in accordance with federal statutes and guidelines and the Ohio Revised Code
- Able to perform all other duties assigned, delegated or required of the Assistant Prosecuting Attorney as well as those prescribed by law

PHYSICAL REQUIREMENTS

The Assistant Prosecuting Attorney frequently types, handles materials, manipulates office equipment, and moves to and from and operates copier and fax machines. The Assistant Prosecuting Attorney generally works in an office and courtroom setting where the noise level in the work environment is usually moderate. The Assistant Prosecuting Attorney must be able to be present in the office during normal work hours and routinely travel to and from court.

Submit resume to: Human Resources, Franklin County Prosecutor's Office, 373 S. High Street, 14th Floor Columbus, Ohio 43215 - FMATTESON@franklincountyohio.gov

The Prosecutor is an equal employment opportunity employer. Employment decisions are based on merit and business needs, and not on color, race, national origin, age, sex, sexual orientation, gender identity, religion, veteran status, marital status, a disability that does not prohibit performance of essential job functions, genetic information or any other status protected by applicable law.

The Prosecutor has a strict policy against any form of unlawful discrimination. This policy prohibits both discrimination based on any of the protected characteristics described in previous paragraph, and retaliation against a person who opposes or complains about prohibited conduct or who participates in any way in the complaint, investigation, or reasonable accommodation processes.

The Prosecutor prohibits such harassment by or against all employees, vendors, clients and visitors. It is the policy of the Prosecutor to provide a working atmosphere free from discriminatory insult, intimidation and other forms of harassment.

Miller, Mast, & Mason, Ltd.

Litigation Associate

Miller, Mast & Mason, Ltd., based in Millersburg, Ohio, seeks an associate to work in both its Millersburg office and soon to be opened Wooster office for its civil litigation practice. This practice includes business, probate and personal injury litigation. Candidates must possess superior research and writing skills and be amenable to frequent client contact. The firm offers a competitive compensation package along with a flexible work environment. Interested persons should submit resumes to the email address below on or before September 17, 2021.

Keli Taylor

Office Manager

Miller, Mast & Mason, Ltd.

88 South Monroe Street

Millersburg, Ohio 44654

officemanager@millermast.com

No phone calls, please.

Greater Dayton Volunteer Lawyers Project

Executive Director

Job Title: Executive Director, Greater Dayton Volunteer Lawyers Project

Reports To: Board of Directors

Status: Salary- Exempt Full Time

Expected Start Date: February 1, 2022

Organizational Overview: The Greater Dayton Volunteer Lawyers Project (VLP) is a well-established and respected 501(c)(3) organization that creates innovative opportunities for volunteer attorneys and legal professionals to provide pro bono civil legal services to benefit persons with limited financial resources, including the elderly and other vulnerable populations in need of access to the civil justice system.

VLP's extensive corps of volunteer attorneys and legal professionals provide free legal services across the spectrum of civil matters, through individual representation and legal clinics. The greater concentration of free legal services falls in the categories of family law, housing law, and bankruptcy. Since its founding more than thirty (30) years ago, VLP has grown to include a staff of three paralegals, who support attorneys and legal professionals who volunteer an average of 4,000 hours per year.

VLP's funding sources are a combination of grants, sub-grants, joint fundraising with partner agencies, and direct donations. VLP is a sub-grant recipient of Legal Services Corporation (LSC) funding through Legal Aid of Western Ohio (LAWO), which represents the greatest portion of VLP's annual funding stream

Job Summary: The Executive Director reports to the President of the Board of Directors, with the Board currently consisting of eleven members. The Executive Director is responsible for executing the mission and daily operations of the organization and implementing the Board-established vision, strategic goals and objectives. The Executive Director manages and directs the organization's staff and is responsible for the recruitment, management, and recognition of volunteer attorneys and legal professionals. The Executive Director also represents VLP before stakeholders, funders, donors, public officials, and others to advance and advocate for its mission, programs, and funding. Candidates should expect to work on evenings and weekends in addition to weekday responsibilities. Some travel within the local region will be necessary.

Key Functions:

- Volunteer Attorney Recruitment, Management, Engagement and Recognition Development
- Staff Management and Development
- Fundraising (including grant writing, monitoring, and pursuing new sources of funding and LSC reporting compliance)
- Fiscal Management (including budgeting and resource allocation)
- Legal Community Engagement (such as Judges and others involved in the civil legal arena)
- Community At-Large Engagement (such as social service agencies, the media, and concerned citizens)
- Program Development and Delivery of Legal Services by Pro Bono Attorneys
- Legislative and Policy Advocacy (as allowed)
- Reporting of Outcomes to Board (including identifying metrics to measure and report on the organization's progress)
- Strategic Planning, (including working with the Board and committees on review of VLP's strategic plan, recruitment of Board members, review of Board policies and identification of emerging issues and opportunities)

Requirements:

- Demonstrated record of commitment to access to justice for all
- Ability to recruit, manage, and recognize a volunteer corps consisting primarily of lawyers, paralegals, and other professionals in the legal field
- Ability to motivate, energize, and empower core constituency of present and potential pro bono attorneys, paralegals, and other professionals in the legal field
- Ability to build relationships and work collaboratively and productively with diverse stakeholders including but not limited to the legal community
- Ability to communicate effectively in writing and in public speaking
- Competency in the use of technology for marketing and communications (e.g., social media)
- Commitment to the use of technology solutions to enhance delivery of services, program management, and reporting
- Ability to resolve conflicts through diplomacy while maintaining a resolute focus on the organization's mission
- Demonstrated leadership and management abilities, including experience managing staff
- Ability to fundraise, including experience with identifying and securing alternative fundraising sources and developing and maintaining effective fundraising campaigns, donor relationships and funding partnerships
- A working knowledge of 501(c)3, LSC, and LSC private attorney involvement rules and regulations
- Experience with Board governance, management, recruitment, and development (including orientation and training)
- Ability to read, interpret, and prepare financial statements in accordance with best practices
- Familiarity with ethical requirements applicable to attorneys, the judiciary, and non-attorneys interacting with the civil justice system
- Ability to monitor and interpret trends in legal issues impacting under-served communities

Qualifications: At least five years of work experience, preferably in law, human or social services, and/or the delivery of legal services to under-served communities. An attorney in good standing, especially one who is licensed in Ohio (or can waive in) is preferred; others with appropriate experience and skills will be considered.

Competitive compensation commensurate with experience and education. The attached exhibit lists the non-salary benefits available for the position.

VLP is an equal opportunity employer and conforms to all applicable employment laws. VLP is a drug and tobacco free working environment. For more information about the organization, please visit www.gdvlp.org

Applications (consisting of a letter of interest and resume) will be accepted by email only; no hard copy materials will be accepted. Please include a letter of interest and resume, including salary requirements, addressed to GDVLP@gdvlp.org. References will be requested of qualified candidates scheduled for interviews. Interested candidates should **submit all materials by email no later than September 15, 2021 at 5:00 p.m. EDT.**

EXHIBIT

List of Non-Salary Benefits

- Three weeks of paid vacation annually with an additional week for each five years of VLP employment capped at a maximum of five weeks
- Expenses for attorney registration, CLE allowance, allowance for membership dues for professional related organizations (e.g. Inn of Court, Lawyer's Club)
- Registration costs and expenses for attending the annual Equal Justice Conference
- Relocation assistance
- Parking