



COMMON PLEAS COURT

GENERAL DIVISION

Richard E. Berens, Judge
David A. Trimmer, Judge

Posting Date: June 30, 2021

Closing Date: Open until filled

Overview: Fairfield County is looking for an independently motivated, competent, and professional individual with strong research and writing to serve as a Staff Attorney / Bailiff to Judge Richard E. Berens. In addition to excellent reading and writing skills, individuals must have equally strong “people skills,” as the individual will spend a majority of his/her time in the courtroom with the Judge, litigants, and visitors. The position is open to individuals sitting for the July 2021 Bar Examination as well as attorneys who are already licensed to practice.

Title: Staff Attorney / Bailiff

Type: Unclassified / Exempt

Compensation Schedule Classification: 8

Starting Salary Range: \$59,000 - \$63,000 depending on education and experience

Chain-of-Command: Individual reports directly to his/her respective Judge.

Job Duties: Research legal issues and prepare draft entries for the Judge on both civil and criminal matters; prepare jury instructions for both civil and criminal cases as requested by the Judge; prepare plea paperwork and disposition entries; file court documents as necessary; manage courtroom security and timely operation of the Court’s daily docket; keep the Court’s record via audio recording system; declare the entry of the judge and call/escort witnesses into the courtroom; maintain exhibits; serve as a liaison between the Court, attorneys, litigants, jurors, and the public; perform any other functions necessary to ensure the efficient operation of the Court.

Minimum Requirements: Applicants must either be sitting for the July 2021 Bar Examination or already be licensed to practice in Ohio.

Application Submission: Cover letter, Resume, and list of at least 3 Professional References should be submitted via e-mail directly to Court Administrator Jillian Boone at jillian.boone@fairfieldcountyohio.gov. Candidates will be interviewed on a rolling basis as applications are received until the position has been filled.

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