



# COMMON PLEAS COURT

## GENERAL DIVISION

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

## JOB POSTING

**Employer:** Fairfield County Common Pleas Court

**Title:** Staff Attorney / Bailiff to Judge David A. Trimmer

**Job Location:** Lancaster, Ohio

**Salary:** \$24.00 to \$27.00 per hour depending on experience (expected 35 hours per week)

**Benefits:** Includes benefits package valued at over \$20,000

**Overview:** Individual will receive significant in-court experience, legal research and writing opportunities, and personal interaction with the Judge, court staff, probation officers, and attorneys in this hybrid staff attorney-bailiff position.

**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; file court documents as necessary; prepare plea paperwork and disposition entries; manage courtroom security and timely operation of the Court's daily docket; keep the Court's record via audio recording system; oversee the care of jurors during selection, voir dire, and trial; 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:** Juris Doctorate from an accredited law school required; Ohio bar passage preferred

**Application Details:** Please visit <https://mss.co.fairfield.oh.us/ESS/> to complete an online application and upload a cover letter and resume by April 24, 2019. For questions, please contact Jillian Boone at 740-652-7424.

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