



**CUYAHOGA COUNTY COURT OF COMMON PLEAS  
DIVISION OF DOMESTIC RELATIONS**

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**CUYAHOGA COUNTY DOMESTIC RELATIONS COURT  
JOB DESCRIPTION**

Job Title: Staff Attorney  
Department: Law Department  
Reports to: Law Department Manager  
Hours: 8:30 a.m. – 4:30 p.m.  
*(This position may require some work beyond normal hours.)*  
FLSA Status: Exempt (\$68,000 - \$72,000)

**SUMMARY:**

This is an unclassified position that serves at the pleasure of the Court. Under the general direction of the Law Department Manager and the assigned Judge, the Staff Attorney assists judicial staff and court personnel in the performance of their responsibilities.

Some examples of the general nature and level of work being performed by this individual are listed below; however, this is not an exhaustive list of all duties to be performed. Other duties may be assigned.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Perform legal research and writing, review and prepare judgment entries
- Review and analyze motions and make appropriate recommendations based upon the law
- Review and analyze Objections to Magistrates' Decisions and recommend approval or denial as appropriate
- Review Temporary Restraining Orders for legal sufficiency and provide recommendations for approval with or without modification
- Review and process all Uniform Interstate Family Support Act (UIFSA) and Uniform Child Custody Jurisdiction and Enforcement Act (UCCJEA) registration petitions
- Review and assess Ohio Supreme Court Decisions and Court of Appeals decisions, primarily from the Eighth Judicial District, provide an in-depth analysis to the Court, and prepare recommendations on remanded cases

- Assist in trials, pre-trials or case management proceedings as requested
- Assist with bailiff responsibilities as needed
- Participate on Court committees as requested
- Track new legislation and rules and update the Court of changes impacting Court policies, protocols, and/or local rules
- Answer procedural questions of attorneys
- Work on special projects as assigned

**KNOWLEDGE, SKILLS AND ABILITIES:**

The requirements listed below are representative of the knowledge, skill and/or ability required.

- Thorough knowledge of domestic relations law including domestic violence, UIFSA, and UCCJEA provisions of the Ohio Revised Code, Ohio Rules of Civil Procedure, Ohio Rules of Evidence, Supreme Court Rules of Superintendence for the Courts of Ohio, and Local Rules of Court
- Interpersonal skills and ability to communicate effectively, both orally and in writing, with Judges, Magistrates, Court staff, attorneys, litigants, outside agencies and the public
- Ability to maintain the highest ethical standards, maintain sensitive and confidential information and demonstrate good judgment
- Ability to work independently, collaboratively, and efficiently
- Analytical and legal research skills and attention to detail and accuracy
- Ability to recognize and analyze legal issues and to formulate and present recommendations
- Conduct legal research using the Law Library and automated research services, including Lexis®
- Effective time management with an ability to meet multiple deadlines in context of shifting priorities
- Professional appearance and demeanor at all times
- Reliable and punctual
- Proficient with the use of computers and the following Microsoft Office Standards:

Word	Excel	Outlook	Video Conferencing
<ul style="list-style-type: none"> <li>• Cut &amp; Paste</li> <li>• Find &amp; Replace Text</li> <li>• Format text</li> <li>• Create &amp; Manage paragraph Style</li> <li>• Insert Footers/Headers</li> <li>• Create &amp; Manage Lists</li> <li>• Track/Accept/Turn-off changes</li> <li>• Convert to PDF</li> </ul>	<ul style="list-style-type: none"> <li>• Copy/Rename Worksheet</li> <li>• Insert Column/Row</li> <li>• Format Cells</li> <li>• Sort &amp; Filter</li> <li>• Find &amp; Replace Text</li> <li>• Remove Duplicates</li> <li>• Prepare for Print</li> </ul>	<ul style="list-style-type: none"> <li>• Create New Email Message</li> <li>• Forward or Reply to Email</li> <li>• Add Attachment(s) to Email Message</li> <li>• Open &amp; Save Attachment(s)</li> <li>• Create &amp; Add Signature</li> <li>• Create Calendar Appointment</li> <li>• Schedule a Meeting</li> </ul>	<ul style="list-style-type: none"> <li>• Use video conferencing platforms such as Zoom®, Microsoft Teams and WebEx</li> <li>• Create and schedule a video conferencing session</li> <li>• Use video and audio controls</li> <li>• Share screen</li> </ul>

**EDUCATION:**

Juris Doctor (J.D.) degree, admission to the Ohio Bar, and possession of a Certificate of Good Standing with Disciplinary Information (obtainable from the Supreme Court of Ohio) is required.

**EXPERIENCE:**

A minimum of at least two (2) years active practical legal experience; Domestic Relations law experience is *preferred*.

**PHYSICAL REQUIREMENTS:**

This is largely a sedentary role; however, some filing and lifting is required. While performing the duties of this job, the employee is regularly required to type, file or lift office equipment and boxes up to 20 pounds. This would require the ability to remain seated for long, indefinite periods of time, to lift files and boxes, open filing cabinets, and bend and stand as necessary.

**WORKING ENVIRONMENT:**

The job operates in a professional office environment. This role routinely uses standard office equipment such as computers, telephones, photocopiers, filing cabinets and fax machines.

**APPLICATION REQUIREMENTS:**

The Cuyahoga County Domestic Relations Court requires submission to a criminal history background check, and proof of education bar admission, if applicable.

Submit application, letter of interest and resume via email or ordinary mail to:

Email: [DR\\_Recruiting@cuyahogacounty.us](mailto:DR_Recruiting@cuyahogacounty.us)

Jim Zak, Court Administrator  
Cuyahoga County Domestic Relations Court  
1 West Lakeside Avenue. Room 149  
Cleveland, Ohio 44113