



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

**CUYAHOGA COUNTY DOMESTIC RELATIONS COURT
JOB DESCRIPTION**

Job Title: Law Department Manager
Department: Law Department
Reports to: Executive Director of Judicial Operations
Hours: 8:30 a.m. – 4:30 p.m.
FLSA Status: Exempt

SUMMARY:

This is an unclassified position that serves at the pleasure of the Court pursuant to the Ohio Revised Code. Under the general direction of the Executive Director of Judicial Operations, the Law Department Manager manages the staff attorneys of the Court and serves as Staff Attorney to assist judicial staff and court personnel in the performance of their responsibilities. The Law Department Manager has frequent contact with the judges and magistrates of the Court and attorneys.

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.

GENERAL ATTORNEY:

- 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 Magistrate's 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 and Court of Appeals opinions, 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
- Oversee and maintain legal resources for the Domestic Relations Court Library, including maintaining a database of decisions and legal issues researched
- Maintain legal resources for Judges and Magistrates
- Answer procedural questions of attorneys and the public
- Other duties as assigned

MANAGERIAL

- Serve as subject-matter expert for staff attorneys and court personnel
- Develop and implement departmental goals, objectives, policies, operating procedures and work standards
- Supervise, direct, motivate, train and evaluate the work and performance of staff attorneys
- Ensure staff attorney assignments are completed in a timely manner
- Serve on court committees and outside committees as requested by Administrative Judge or Executive Director of Judicial Operations
- Coordinate work schedules and evaluate departmental personnel performance
- Ensure that assignments are completed within the allotted time and requirements
- Ensure the Court's compliance with Supreme Court Rules of Superintendence for the Courts of Ohio
- Oversee development and upkeep of case decision database
- Track and implement new legislation, rules and case law
- Maintain database of research and memoranda completed by Law Department
- Prepare and teach seminars and trainings to court staff on legal issues
- Monitor Law Department staffing; approve staff attorney requests for leave
- Investigate complaints regarding the performance of guardians *ad litem*, parenting coordinators, and custody evaluators; make recommendations to Administrative Judge regarding corrective actions if needed
- Provide additional support to Court Administration as needed
- Prepare and teach seminars and training to Court staff on Guardian ad Litem and Parenting Coordination issues
- Perform related duties and 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 and 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

- Excellent interpersonal skills and ability to communicate effectively, both orally and in writing, with Judges, Magistrates, Court staff, attorneys, parties, 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 conduct legal research utilizing the Law Library and automated research services, including Lexis®
- Effective time management with an ability to meet multiple deadlines within context of shifting priorities
- Maintain Ohio legal licensure requirements
- Professional appearance and demeanor
- Reliable and punctual
- Provide oversight and direction to the employees in the department in accordance with the court's policies and procedures.
- Coach, mentor and develop staff, including overseeing new employee onboarding and providing training opportunities.
- Empower employees to take responsibility for their jobs and goals; delegate responsibility and expect accountability and regular feedback.
- Foster a spirit of teamwork and unity among department members that allows for disagreement over ideas, conflict and expeditious conflict resolution, and the appreciation of diversity as well as cohesiveness, supportiveness, and working effectively together to enable each employee and the department to succeed
- Proficient with the use of computers and the following Microsoft Office Standards:

Word	Excel	Outlook
<ul style="list-style-type: none"> • Cut & Paste • Find & Replace Text • Format text • Create & Manage paragraph Style • Insert Footers/Headers • Create & Manage Lists • Track/Accept/Turn-off changes • Convert to PDF 	<ul style="list-style-type: none"> • Copy/Rename Worksheet • Insert Column/Row • Format Cells • Sort & Filter • Find & Replace Text • Remove Duplicates • Prepare for Print 	<ul style="list-style-type: none"> • Create New Email Message • Forward or Reply to Email • Add Attachment(s) to Email Message • Open & Save Attachment(s) • Create & Add Signature • Create Calendar Appointment • Schedule a Meeting

EDUCATION:

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

EXPERIENCE:

Five (5) years active admission to the Ohio bar *required*

Three (3) years of management experience *required*

Five (5) years Domestic Relations law experience *required*

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 and bar admission.

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

Email: DR_Recruiting@cuyahogacounty.us

Jim Zak, Court Administrator

Cuyahoga County Domestic Relations Court

1 West Lakeside Avenue. Room 149

Cleveland, Ohio