

TENTH DISTRICT COURT OF APPEALS
AN EQUAL OPPORTUNITY EMPLOYER

COURT STAFF ATTORNEY/LAW CLERK

APPLICATION DEADLINE: March 13, 2026

SALARY RANGE: \$107,000 to \$125,000

Position Summary:

This is a full-time position to serve as a Staff Attorney/Law Clerk for Judge David J. Leland. The position reports directly to and is supervised by Judge Leland. The selected candidate will be responsible for conducting legal research, reviewing legal documents and issues, and drafting memoranda, decisions, and opinions, as directed by the judge.

Essential Duties and Responsibilities:

Conduct legal research on the substantive and procedural issues relating to matters before the court.

Establish thorough knowledge of relevant portions of assigned case files, review parties' briefs, and prepare written memoranda, draft decisions, including dissenting and concurring decisions, and revisions.

Cite-check and edit draft documents to produce polished, professional decisions.

Timely attendance during work hours, at court hearings, and case conferences.

Research and draft decisions on post-judgment motions, including motions for reconsideration, reopening, certification of conflict, and en banc review.

Attend CLE courses and take all other actions necessary to maintain good standing with the Ohio Bar.

Work in cooperation with the judges, administrators, and all court staff to accomplish the court's work in an efficient manner.

Perform other duties as assigned.

Knowledge, Skills, and Abilities:

Excellent interpersonal skills and ability to communicate effectively, both orally and in writing, with judges and staff.

Proven analytical and legal research skills and attention to detail and accuracy.

Ability to conduct legal research using online research services.

Ability to analyze legal questions from different areas of law and to formulate and present recommendations.

Ability to effectively manage a case docket and produce work product of exceptional quality.

Effective time management, reliability, and punctuality.

Ability to work independently without daily supervision and organize and prioritize duties.

Ability to maintain sensitive and confidential information and exercise sound discretion and to maintain the highest ethical standards.

Qualifications and Experience:

Juris Doctor degree from an accredited law school and admission to the Ohio Bar or a pending application to sit for the Ohio Bar Exam.

At-Will Employment:

The Tenth District Court of Appeals is an at-will employer that seeks to attract, employ, and retain highly skilled and motivated individuals, attempts to maintain staff continuity for the efficiency of its operation, and desires to foster and maintain an ethical, professional, and impartial work environment.

Apply by emailing a cover letter, resume, writing sample, and three professional references to: Court Administrator Douglas Eaton at dweaton@franklincountyohio.gov.

Application materials will not be accepted after the submission date indicated above.

THE TENTH DISTRICT COURT OF APPEALS IS AN EQUAL OPPORTUNITY EMPLOYER AND WILL NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, DISABILITY, AGE, OR ANCESTRY OF ANY PERSON.