TENTH DISTRICT COURT OF APPEALS
AN EQUAL OPPORTUNITY EMPLOYER

COURT STAFF ATTORNEY/LAW CLERK

APPLICATION DEADLINE: February 17, 2026

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

Position Summary:

This is a full-time position to serve as a Staff Attorney/Law Clerk at the Tenth District Court of Appeals. The position reports directly to the Court Administrator and will perform work for all eight of the court's judges and court administration. Work may be assigned by judges or the Court Administrator and Deputy Court Administrator.

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.

Attend court hearings and conferences as required.

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.

Arrive at work on time and be present during scheduled work hours; cooperate with the judges, administrators, and all co-workers 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.

Thorough knowledge of applicable and relevant laws and rules of practice and procedure.

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

Ability to conduct legal research using automated 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 from an accredited law school. Experience with another appellate court is preferred.

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.