



Position: Legislative Counsel

Range: Salary Commensurate with experience, pay range \$101,587 - \$119,350

PN 20089488

The Supreme Court of Ohio is seeking to fill the position of **Legislative Counsel** in the Office of the Chief Legal Counsel. Under the direction of the Administrative Director and the Chief Legal Counsel, the Legislative Counsel serves as the primary liaison between the Supreme Court and the legislature, with extensive responsibility for communication with the General Assembly, governmental entities, the Supreme Court, and judicial associations on legislative matters affecting the judicial branch.

What You'll Do:

- Serve as the primary Supreme Court liaison to the Ohio General Assembly, executive branch officials, state agencies, regulatory bodies, other governmental entities, judicial associations, bar associations, and court personnel associations on legislative matters, by monitoring legislation, attending committee meetings, discussing initiatives, and presenting testimony at legislative committee hearings. Coordinate contact and communications with legislators and legislative staff.
- Prepare, draft, analyze, and monitor, new legislation. Track and monitor pending legislation affecting the courts, informing affected parties of its status, taking appropriate action, and drafting talking points and other communication tools.
- Advise the Chief Justice, Justices, directors, managers, and staff; Supreme Court boards, commissions, advisory committees and task forces regarding legislative issues and initiatives and provide updates on the status of legislation that is proposed or pending before the Ohio General Assembly; and make presentations to judicial and court personnel associations regarding legislative issues and initiatives, including preparing and providing updates regarding the status of legislation that is proposed or pending before the Ohio General Assembly.
- Interact regularly with the Judicial Conference and court-related associations. Prepare and make presentations to judges and court personnel on the status of legislation, on legislative activities during the session, and on new laws after adjournment.

- Develop communication strategies and annual communication plans in support of the Judiciary's strategic plan and legislative initiatives.
- Research unique legal issues impacting the branch by identifying applicable statutes, judicial branch decisions, and rules. Prepare memoranda and oral and written reports.
- Collaborate with other members of the Office of Chief Legal Counsel on related matters and make recommendations on policy changes affected by legislation. Provide policy analysis and research support within the Office of Chief Legal Counsel.
- When not engaged in legislative duties, review contracts, coordinate responses to public records requests, provide advice on legal questions, review pleadings, motions, memoranda, and briefs in litigation against the Court, and provide guidance to judicial officers on matters related to court administration.
- Participate on or acts as staff liaison to committees, boards, task force, commissions, and workgroups. Provides research and rule drafting expertise on work related to the Ohio Rules of Superintendence, Ohio Rules of Civil Procedure, the Rules of Criminal Procedure, the Rules of Appellate Procedure, the Rules of Juvenile Procedure, the Rules of Evidence, and the Ohio Traffic Rules.

What's in it for you:

The Supreme Court of Ohio offers a generous compensation package which includes salaries reviewed annually for market adjustments; health, vision, dental, and life insurance; 14% employer contribution to the state retirement plan (OPERS); tuition reimbursement; flex time; and paid vacation, personal and sick time earned in the first month of employment.

What we're looking for:

- Juris Doctor required.
- A minimum of five years of experience in Ohio government relations or working with the Ohio General Assembly strongly preferred. Experience in judicial affairs a plus.
- Thorough knowledge of the legislative process and State government and of the structure, organization, and operation of the Ohio court system.
- A high level of proficiency with Microsoft Word, Outlook, and PowerPoint; the Internet, and Westlaw or Lexis and other legal-research resources.
- Must be eligible to obtain Ohio lobbying license.
- Demonstrated proficiency drafting policies, rules, and/or legislation preferred.
- Knowledge of the procedural operations of all levels of court preferred.
- Strong writing skills and the ability to construct complete and concise sentences using proper grammar, punctuation, and spelling.

Supplemental Information:

The salary is Commensurate with experience, pay range \$101,587 - \$119,350

This is an exempt unclassified position that reports to the Chief Legal Counsel.

Application Process

To be considered for this position, candidates must apply online or deliver an application by January 29, 2023, to the Supreme Court of Ohio, 65 S. Front St., Columbus, Ohio 43215. Please submit the following:

1. Application
2. Resume
3. Cover letter with Salary Requirements

Interviews will be scheduled as soon as practical. We will contact you if you are selected for an interview. You can check the status of your application online by signing into your profile. Jobs you applied for will be listed. The application status is shown to the right of the position title and application submission details. Please do not duplicate your application and please, no phone inquiries.

The Supreme Court of Ohio is an equal employment opportunity employer that supports an alcohol and drug-free, and a weapons and violence free, work environment.

You Also Need to Know...

The Supreme Court of Ohio 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. Pursuant to Adm. P. 4 (At-Will Employment), no person shall be offered or denied a position of employment with the Court, and no employee shall have the employee's employment terminated based upon political party affiliation, political activity permitted under Adm. P. 17 (Employee Code of Ethics), or other partisan considerations. Further, no employee shall have their employment terminated with or without cause unless upon the concurrence of a majority of the Court.

Background Check

The final candidate selected for the position will be required to undergo a pre-employment drug screening and a criminal background check. Criminal convictions do not necessarily preclude an applicant from consideration for a position. An individual assessment of an applicant's prior criminal convictions will be made before excluding an applicant from consideration.