



# Director of Legal Resources

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## *Position Announcement*

### Duties

- Performs legal research and writing; reviews the research and writing of staff members; directs the administrative assistant to review documents for compliance with the Court's writing manual.
- Prepares quarterly reports for the justices, documenting the master commissioners' completed and pending work.
- Manages attorneys and non-attorney staff members in the Legal Resources Division; develops and implements the division's objectives.
- Selects, develops, and motivates staff within the division; ensures that all staff members comply with Court policies; monitors and evaluates staff performance.
- Manages division resources; develops and monitors annual budgets.

### Salary

- The starting salary range for this position is \$122,907. Additional consideration depending on experience.

### Experience

- Must be a member in good standing of the Ohio bar.
- Must be able to lead a group of professionals. Someone with ten or more years of progressive professional experience is preferred.
- Must be able to interact and communicate effectively with supervisors, co-workers, judges, attorneys, and the public.
- Must possess sound judgment, decisiveness, and collegiality.

### Requirements

- Must reside in Central Ohio or be willing to relocate. The Court does not offer relocation assistance.
- Position is eligible for intermittent telework but regular work in the office is required.

### Application Process

To be considered for this position, candidates must apply at [careers.ohio.gov](https://careers.ohio.gov) or deliver an application by Dec. 27, 2022 to the Supreme Court of Ohio, 65 S. Front St., Columbus, Ohio 43215.

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