



JUDICIAL & LEGISLATIVE AFFAIRS OFFICER

Job Duties:

The Office of Legal & Policy Affairs is seeking an experienced professional to fill the position of Judicial & Legislative Affairs Officer. This position 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. Responsibilities include attending committee meetings, discussing initiatives, and presenting testimony at legislative committee hearings.

ESSENTIAL DUTIES AND RESPONSIBILITIES OF THE POSITION

Serve as the primary Supreme Court liaison to the Ohio General Assembly, executive branch office holders, 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, monitor, and implement new legislation. Coordinating and assisting with the tracking and monitoring of pending legislation affecting the courts, informing affected parties of its status, drafting amendments, taking appropriate action, and drafting talking points and other communication tools.

Provide advice to the Chief Justice, justices, directors, managers, and staff; Supreme Court boards, commissions, advisory committees and task forces; and 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 Legal & Policy Affairs on related matters and make recommendations on policy changes affected by legislation. Provide policy analysis and research support within the Office of Legal & Policy Affairs.

Participates on or acts as a 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.

Attend staff and other work-related meetings, workshops, seminars, and other continuing education opportunities in order to stay informed of legal updates.

Provide assistance with issues involving judgeship consolidations and the proposed creation of new judgeships.

Complete special projects as assigned.

Minimum Qualifications:

Bachelor's degree required; Juris Doctor or Master's in Public Administration preferred.

The qualified candidate must have a minimum of five years of experience in Ohio government relations or working with the Ohio General Assembly. Experience in judicial affairs a plus.

Requires thorough knowledge of the legislative process and State government and of the structure, organization, and operation of the Ohio court system.

Requires the ability to problem solve and/or troubleshoot, think analytically, multitask effectively, and work independently with minimal direct supervision. Requires judgment, decisiveness, and creativity in evaluating information.

Requires proven ability to take initiative, distinguish higher from lower priorities, and independently plan and implement new procedures when appropriate.

Successful candidate must be eligible to obtain Ohio lobbying license.

Candidate must have demonstrated proficiency drafting policies, rules, and/or legislation.

Knowledge of the procedural operations of all levels of court preferred.

Requires strong writing skills and the ability to construct complete and concise sentences using proper grammar, punctuation, and spelling.

Requires the ability to read, write, speak, and understand English fluently, and to use technical and legal language.

Requires substantial skills in legal research, analysis, writing, editing, and proofreading.

Requires the ability to work under pressure, discreetly handling all aspects of the job with professionalism, patience, and confidentiality.

Requires the ability to communicate tactfully and effectively, both verbally and in writing.

Requires the ability to effectively interact and communicate with supervisor, co-workers, justices, judges, other public officials and employees, attorneys, judicial branch personnel, and the public.

Requires the ability to establish and maintain collaborative, effective working relationships with supervisors, colleagues, subordinate staff, department directors, managers, employees, public officials, state agencies, and agency liaisons. Requires the ability to handle sensitive, face-to-face contact with the public and government officials in a composed, hospitable, and approachable manner.

Requires a high level of proficiency with Microsoft Word, Outlook, and PowerPoint; the Internet, and Westlaw or Lexis and other legal-research resources.

Special Requirements:

This position is regularly exposed to sensitive information that must be kept strictly confidential.

Major Worker Characteristics:

The Court seeks to recruit and retain talented individuals with a commitment to public service.

Supplemental Information:

This is an exempt unclassified position that reports to the Director of Legal & Policy Affairs and the normal work hours are 8:00 a.m. - 5:00 p.m.

The Supreme Court of Ohio offers a generous compensation package which includes salaries reviewed annually for market adjustments; health, vision, dental, and life insurance; 10% 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. Starting salary commensurate with experience, minimum of \$70,000.

At-Will Employment

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 the employee's employment terminated with or without cause unless upon the concurrence of a majority of the Court.

Application Process

To be considered for this opening, candidates must apply online by clicking [here](#) and submit all of the following.

1. Complete application online
2. Complete the supplemental questions online
3. Upload a resume or CV
4. Upload a cover letter
5. Upload the names and contact information for three professional references

Formal consideration of interested applicants responding to this announcement is ongoing and will continue until the position is filled. Only completed applications will be considered.

In response to your application, this system will send you a confirmation email. Interviews will be scheduled as soon as practical. We will contact you if you are selected for an interview. Please do not duplicate your application and please, no phone inquiries.