



MASTER COMMISSIONER (ATTORNEY III)

Job Duties:

The Supreme Court of Ohio is seeking an experienced legal professional to fill the position of **Master Commissioner**. The successful candidate will provide the Justices of the Supreme Court of Ohio with expert legal analysis in complex areas of law regarding public utilities and energy related matters. The Master Commissioner reviews and analyzes case filings and documents, conducts extensive legal research, and prepares comprehensive written memoranda for review by the justices of the Court. This position will work on public utilities and energy cases. This position may be required to work in other areas on occasions, as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES OF THE POSITION

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Reviews and analyzes the pleadings, motions, transcripts, exhibits, records, and briefs in appeals and original actions filed in the Supreme Court of Ohio.
- Performs legal research to confirm the applicability of case law, statutory, and constitutional legal authorities cited by the parties or discovered in the course of legal research.
- Based on expertise and research, prepares a comprehensive written analysis of the facts and issues presented in an appeal or original action, determines necessary information for alternatives and recommends to the Justices the disposition of the case.
- Consults with other Master Commissioners concerning legal issues in pending cases.
- May conduct hearings as assigned by the Court.
- Prepares draft opinions and entries for the Court upon request.
- Reviews editorial changes made to opinions before publication.
- Assists the Justices or senior management in complex legal matters; conducts or coordinates research of complex legal issues; evaluates factual information and examines alternative solutions.
- May assign, review, and provide guidance or feedback on work product for other Master Commissioners.
- Proposes amendments to court rules when appropriate.
- Attends state and national seminars, participates in bar association committee activities as appropriate, and otherwise remains current with developing legal trends and authority.
- May have supervisory responsibility over other attorneys.

QUALIFICATIONS & EXPERIENCE

Candidates must have a minimum of ten years legal experience, a substantial portion of which must relate to Ohio Public Utilities and Energy Law, and be admitted to the Ohio bar, or have the ability to obtain an Ohio license within six months of hire.

The candidate selected for the position must demonstrate significant legal research capabilities and excellent writing skills.

Previous experience as a judicial law clerk or staff attorney at the appellate level is preferred. Experience in the courtroom or interacting with clients is helpful.

Requires judgment, decisiveness, and creativity in evaluating information; and the ability to communicate effectively with Justices, supervisors, co-workers, judges, attorneys, and the public.

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:

Other

This is an exempt unclassified position that reports to the Director of Legal Resources, 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; 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. The starting salary, which requires at least ten years of legal experience, is \$101,212.80.

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, 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 their employment terminated based solely 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 without cause unless upon the concurrence of a majority of the Court.

Application Process

Formal consideration of interested applicants responding to this announcement is ongoing, and will begin **August 31, 2016**. Mailed or faxed applications will not be accepted. To be considered for this position, candidates must apply online at www.careers.ohio.gov and attach all of the following:

1. Complete application online
2. Complete the supplemental questions online
3. Upload a resume or CV

Before applying, please read the [Online Application Guide](#) for instructions on creating your profile and applying for specific postings. **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.**

Out of state applicants may apply; however, The Supreme Court of Ohio does not reimburse travel or relocation expenses.

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.