

## AKRON MUNICIPAL COURT – LAW CLERK

<b>Salary</b>	\$20.00 Hourly	<b>Department</b>	Small Claims/Eviction Dept.
<b>Job Type</b>	Part-time	<b>Closing Date</b>	5/23/2025 4:00 PM Eastern

### **DEFINITION OF WORK**

The Law Clerk is a crucial part-time position that plays a key role in the informational and navigational operations of the Court, as well as providing customer service in the Courtroom areas. The Court provides access to justice for all community members. Law Clerks provide direct assistance to Judges/Magistrates so that they can produce well-informed decisions and handle court proceedings efficiently. Law Clerks prepare documents such as bench memos, legal orders and judicial opinions by proofreading everything carefully and confirming any research and citations. The Law Clerk performs customer service functions by assisting members of the public who require help with court services for eviction, small claims, and escrow cases, etc. The duties of this position are critical to promoting access to justice. Please be aware that the Law Clerk is not authorized to provide legal advice or counseling.

### **CHARACTERISTIC WORK**

The following duties outline the general nature and level of work carried out by a Law Clerk:

1. Provide direct customer service to litigants with eviction, small claims, and escrow cases within a self-service environment.
2. Handle various requests, inquiries, and complaints from litigants and the public.
3. Perform legal research and draft memos (pleadings or orders, etc.) on civil, traffic, and criminal issues as needed.
4. Prepare eviction case files before hearings and consult with magistrates about any potential issues.
5. Clearly communicate legal information about procedure and case status with litigants and the public either in-person or by phone, as needed.
6. Covering for the Small Claims/Eviction Bailiff, if necessary.
7. Review and propose changes to the Akron Municipal Court Local Rules.
8. Assist Magistrates with Preparing Jury Instructions, as needed.
9. Communicate with parties regarding hearing and schedules.
10. Performs related work as required.

### **KNOWLEDGE, QUALIFICATIONS, SKILLS, ABILITIES, AND REQUIREMENTS**

To perform this job effectively, the individual must be able to complete every important task to a satisfactory level. The requirements listed below represent the knowledge, skills, and abilities needed for the job. Alternative qualifications may be considered if they are sufficient to perform the duties. Reasonable accommodation can be provided to enable individuals with disabilities to perform essential functions.

1. Handling multiple tasks and working in a fast-paced environment with strict timelines is essential.
2. Strong interpersonal skills are important to establish positive relationships with colleagues and litigants.
3. The capability to plan, organize, and manage workflow, work under supervision, and make sound judgments is required.
4. The candidate should be able to maintain accurate records and statistics and maintain confidentiality while working within the court system.
5. Strong attention to detail.
6. Exceptional legal writing and research skills.
7. Basic knowledge of the court system is required to work effectively within the departments.

## AKRON MUNICIPAL COURT – LAW CLERK

8. Knowledge of standard office procedures, practices, and equipment is necessary.
9. Excellent computer skills, including proficiency in Microsoft Office products such as Word, Outlook, and Excel, are essential. Knowledge of PDFs and Adobe Acrobat is helpful also.

### **EDUCATION/EXPERIENCE**

The position requires a High School Diploma/GED. A college degree in Political Science, or Criminal Justice is preferred. A Juris Doctorate from an accredited law school is preferred, though it's common for students to apply for positions in their final year of law school. Prior experience working with people from diverse backgrounds.

Additional qualifications: Previous experience working in a court system or familiarity with housing and landlord-tenant practices.

Please note that the qualifications and requirements mentioned above are for guidance purposes only, and alternative qualifications may be considered if they are deemed sufficient to perform the essential duties of the position by the Court.

### **COURT EXPECTATIONS OF EMPLOYEE**

All staff members of the Court are expected to comply with the Court policies, guidelines, practices, and procedures. They need to act as role models both inside and outside the Court, perform their duties efficiently and diligently as per the workload requirements, and meet the department's productivity standards. This position requires working from 8:00 am to 4:00 pm, and it comes with a probationary period of ninety days for all newly hired employees of the Court. This is not a Civil Service Position.

**To apply for this position please submit a resume by 4:00 pm, May 23, 2025, list of references, and (optional) cover letter via email at [courtadmin@akronohio.gov](mailto:courtadmin@akronohio.gov). Indicate "LAW CLERK" in the subject line. Applicants who meet the job description will be contacted via phone or email to schedule an interview.**

Applicants should not call or contact the Judges, the Court Administrator, the Human Resources Manager, or any Court employee concerning their application.

**AN EQUAL OPPORTUNITY EMPLOYER**