

POSITION AVAILABLE: STAFF ATTORNEY

**Jefferson Circuit Court
Division 7
JUDGE MELISSA BELLOWS**

Salary Range: \$49,914.92 - \$66,437.05

The Jefferson County Circuit Court has an immediate opening for a Staff Attorney.

Characteristics of the Job: Responsible for performing under the direct supervision of a judge and engaging in professional legal work pertaining to the court's docket.

Duties and responsibilities include, but are not limited to the following:

- Support the review process of legal briefs and appellate records, ensuring thorough understanding and organized documentation.
- Conduct comprehensive legal research and analysis to provide detailed insights and information for decision-making purposes.
- Aid the court by assisting in the preparation, editing, and release of opinions, ensuring accuracy and coherence in all official documents.
- Stay updated on legal developments and recent decisions, providing timely summaries and updates to support informed decision-making.
- Fulfill any other assigned duties, offering flexible assistance to ensure the efficient functioning of legal operations.

Minimum Requirements

EDUCATION: Advanced Degree - Graduate of an Accredited Law School

EXPERIENCE, TRAINING, OR SKILLS: Two (2) years of experience preferred, but not required.

Substitute EDUCATION for EXPERIENCE: NONE

Substitute EXPERIENCE for EDUCATION: NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.): Graduate of accredited law school and in good standing with the Kentucky Bar Association (BAR). Excellent formal writing skills. Excellent research skills. Excellent interpersonal communication skills.

Working Conditions

Work is typically performed in an office setting. Some travel is required.