

**CITY OF NORTH OLMSTED
PART-TIME LAW CLERK**

The City of North Olmsted Law Department is seeking a Part-Time Law Clerk. The starting salary and job description are listed below. Qualified candidates may mail or email their resume, salary history, references, and a completed City application located on the City's website under Human Resources Department. Applications will be accepted until this position is filled.

**City of North Olmsted
Department of Human Resources
5200 Dover Center Road
North Olmsted, Ohio 44070
e-mail: vanschoork@north-olmsted.com
EOE**

**CITY OF NORTH OLMSTED
JOB DESCRIPTION**

Assist the City Prosecutor with duties in and out of court including file preparation, witness preparation/interviews, administrative tasks which include memos to police department personnel, calling witnesses, act as liaison between Prosecutor and Law Department personnel, and attendance in court.

Research and brief writing for City civil litigation, arbitration issues, legislative and policy.

A first or second year law student preferred but someone with a paralegal background looking for interesting part-time work will be considered.

NEEDED SKILLS:

The person selected for this position should know how to:

- **Effectively Communicate**
Must have effective and clear verbal and written communication (including listening skills).
- **Demonstrate critical thinking skills**
Engage in critical thinking (problem-solving, decision making, applied knowledge, creativity).
- **Participate as a Productive Member of a Team**
Use teamwork skills (relationship building, interpersonal social skills).
- **Utilize Information and Technology-Effectively**
Must have current technology skills (Word, Excel, PowerPoint, Internet, Email, etc.).

- **Implement Self-Management Skills**
Must be dependable with strong work habits; able to manage time and priorities, and be service oriented.

Hours Per Week: 10 to 20 hours per week

Hourly Pay Rate: \$15.00 per hour

Days & Times Needed: Flexible (Court on Tuesday & Thursday mornings in Rocky River Municipal Court, Thursday evenings in North Olmsted Mayor's Court)