Capital University Law School seeks a Staff Attorney to represent victims of domestic violence in obtaining civil protection orders through the Franklin County Court of Common Pleas, Division of Domestic Relations as well as other ancillary matters the clients may have. This includes interviewing, gathering case information, completing the required documents and representing individuals in court proceedings. The position requires the individual to work with little supervision and demonstrate significant initiative while managing multiple priorities under tight deadlines. This is a grant-funded position and is contingent upon continued funding.

**Essential Duties & Responsibilities:**

- Represent victims of domestic violence in the civil protection order process, including representing them at trials. Advise clients of their legal rights with respect to the issue(s) presented. Use best efforts to assure client satisfaction with program and representation. Treat clients with respect and dignity. May be required to work beyond normal business hours.
- Interview and screen initial intake criteria of domestic violence victims to determine eligibility for obtaining a civil protection order.
- Keep time as if required to keep billable hours. Maintain client files and other relevant files.
- Provide referral information to victims of crime with the Victims of Crime Compensation program information and assist those individual in preparing initial applications if necessary.
- Work closely and professionally with Judges and court personnel.
- Supervise Clinic students and Legal Interns when assigned and perform other duties assigned by the supervising attorney or Director of the Clinic.
- Manage multiple priorities with tight deadlines.
- Work well with co-workers and other law school employees.

**Requirements:**

Must have a JD and be licensed to practice law in the state of Ohio and in good standing with the Supreme Court. Preference given to graduates of Capital University Law School.

Capital University offers a rich benefits package that includes medical, dental, retirement, family education benefits, long-term disability, life insurance and free parking.

Email resume with cover letter and three references to:
Capital University Law School
jobs@law.capital.edu

For more information on Capital University Law School, visit our website at [www.law.capital.edu](http://www.law.capital.edu).

*Capital University is an equal opportunity employer. Qualified minorities, women, and persons with disabilities are encouraged to apply.*