

POSITION DESCRIPTION

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Employee Name:	Position Title: Assistant Prosecutor (Criminal)
Class Number:	Class Title: Assistant Prosecutor
Dept./Div.: Prosecutor's Office	Employment Status: Full-time
Reports to: Prosecutor	FLSA Status: Exempt
Normal Hours: 8:00am - 5:30pm	EEO Status: 02 Civil Service Status: Unclassified

QUALIFICATIONS: An example of acceptable qualifications:

- Possession of Juris Doctorate
- Three (3) to five (5) years' experience as a practicing attorney preferably with criminal matters (defense, public defender or prosecutor).

LICENSURE OR CERTIFICATION REQUIREMENTS:

- Must be a lawyer in good standing with the Ohio Supreme Court.
- Must be able to pass a criminal background check through the Ohio Bureau of Criminal Investigation & Identification and Federal Bureau of Investigation.
- Must possess a valid Ohio driver's license and maintain insurability under the county's vehicle insurance policy;

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 U.S.C. §2101:

- 50% (1) Attends court proceedings, as necessary, to prosecute and dispose of criminal cases that include but are not limited to: graphic and grotesque details depicting sexual situations and assaults involving both human and animals, child abuse, child rape/sodomy, human trafficking, domestic violence, conducts/presents criminal cases in all Ashtabula County Courts; conducts plea negotiations; presents arguments/evidence to the court for trials/motion hearings and sentencing, etc.; assists in representation of board of county commissioners, board of elections, all other county officers and boards, all tax• supported public libraries, and township officials in civil litigation.

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- 25% (2) Prepares criminal cases for pretrial and trial; prepares for court proceedings; performs legal research; analyzes legal issues; writes briefs; prepares and reviews legal documents, reports, and correspondence; researches and writes opinions, motions, memorandums in response, and appellate briefs; prepares indictments; screens cases from police for possible criminal prosecution to make determination whether to prosecute case; interviews witnesses, victims, and law enforcement to prepare for case; identifies needed equipment and technology for courtroom and provides feedback to County Prosecutor.
- 20% (3) Attends meetings on behalf of board of county commissioners, board of elections, all other county officers and boards, all tax-supported public libraries, and township officials; provides legal advice to board of county commissioners, board of elections, all other county officers and boards, all tax-supported public libraries, and township officials; answers and responds to requests for information by the general public; may be assigned to special projects; provides direction to other assistant prosecutors.
- (4) Maintains required licensures and certifications.
- (5) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
- (6) Attends professional education and training sessions, seminars, and workshops as directed.

OTHER DUTIES AND RESPONSIBILITIES:

- 5% (7) Performs other duties as required.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive:

- Personal computer/tablet, applicable computer software, printer, copy machine, fax machine, typewriter, and other standard business office equipment.

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INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

- The employee has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); is exposed to possible injury due to unclean or unsanitary conditions; has contact with potentially violent or emotionally distraught persons; works in or around crowds; has exposure to hazardous driving conditions; ascends and/or descends ladders, stairs, or scaffolds; has to work irregular hours; uses or works in proximity to the use of firearms.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered sedentary work.

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- (7) Maintains required licensures and certifications.
- (8) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
- (9) Attends professional education and training sessions, seminars, and workshops as directed.

OTHER DUTIES AND RESPONSIBILITIES:

5% (7) Performs other duties as required.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment)

Knowledge of:

- *County, Department, and Division goals and objectives;
- *County, Department, and Division policies and procedures;
- Personnel rules and regulations;
- Work place safety;
- Government structure and process;
- Ohio Rules of Evidence;
- Courtroom procedures;
- Civil procedure/Criminal procedure;
- Legal technology;
- Court filing procedures;
- Ohio Revised Code;
- Ohio Administrative Code;
- Office practices and procedures;
- English grammar and spelling;
- Case Management system utilizing *Courtview, *MatrixProsecutor, MS Office Suites (Word, Excel, Outlook)

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Skill in: typing; word processing; computer operation; drafting; use of modern office equipment; legal research.

Ability to: Interpret a variety of instructions in written, oral, picture, or schedule form; deal with many variables and determine specific action; recognize unusual or threatening conditions and take appropriate action; define problems, collect data, establish facts, and draw valid conclusions; deal with non-verbal symbols in formulas, equations, or graphs; understand most difficult classes of concepts; exercise independent judgment and discretion; understand, interpret, and apply law, rules or regulations to specific situations; calculate fractions, decimals, and percentages; compile and prepare reports; develop complex reports and position papers; respond to routine inquiries from public and/or officials; communicate effectively; understand a variety of written and/or verbal communication; comprehend and/or discuss highly abstract materials; work alone on most tasks; lift file boxes; develop and maintain effective working relationships; perform job safely.

POSITIONS DIRECTLY SUPERVISED:

- None.

SALARY: Commensurate with experience; Full-time employees are eligible for a comprehensive benefits package including medical insurance, benefit leave and paid holidays, and retirement benefits through the Ohio Public Employees Retirement System.

REMOTE: This position has a remote work policy subject to the discretion of the County Prosecutor.

Resumes with cover letter of intent should be forwarded to ashtabulacountyprosecutor@gmail.com.