

POSITION DESCRIPTION

Page 1 of 3

Employee Name: Number:	Position Title: Assistant Prosecutor (Civil) Class Class Title: Assistant Prosecutor
Dept./Div.: Prosecutor's Office	Employment Status: Full-time
Reports to: Prosecutor	FLSA Status: Exempt
Normal Hours: 8:00am - 4:30pm	EEO Status: 02 Civil Service Status: Unclassified

QUALIFICATIONS: An example of acceptable qualifications:

- Possession of Juris Doctorate
- Five (5) years' experience as a practicing attorney preferably with civil litigation, alleged civil rights violations; civil tort actions; contract disputes; labor and employment matters, public sector law, municipal law, property acquisitions, public construction and/or transactional law. A plus would be having any background in public enforcement or prosecution.

LICENSURE OR CERTIFICATION REQUIREMENTS:

- Must be a lawyer in good standing with the Ohio Supreme Court.
- Maintains all required licensures and certifications by attending professional education and training sessions, seminars, and workshops as directed
- 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 USC §12101:

65% (1) Performs legal research; analyzes, legal issues; remains up to date on the latest case and statutory law; prepares, reviews, and files pleadings; represents the State of Ohio in trials and hearings; interviews witnesses; answers legal questions; drafts legal opinions and reviews contracts/documents for County officials and

POSITION DESCRIPTION

Page 2 of 3

Township Officials.

20% (2) Represents County officials, Township officials and various County Departments in civil litigation; researches and writes opinions, motions, memorandums in response and appellate briefs; handles tax appeals, foreclosures, and appropriation cases;

10% (3) Attends meetings on behalf of County officials and Township officials; provides legal advice to clients; answers and responds to requests for information by the general public; assists with public records requests; assists County officials with collective bargaining and grievances; assists County officials with human resources; may be assigned to special projects.

OTHER DUTIES AND RESPONSIBILITIES:

5% (4) Performs other duties as required. Some meetings with clients will be required in the evening outside of normal hours. This position may include coordination with outside counsel on specific projects.

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;

POSITION DESCRIPTION

Page 3 of 3

- Case Management system utilizing *Courtview, *MatrixProsecutor, MS Office Suites (Word, Excel, Outlook)

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.