



# The Lorain County Prosecutor's Office

## **JOB POSTINGS: ASSISTANT PROSECUTING ATTORNEY**

- **CRIMINAL DIVISION APA – ADULT FELONY**
- **CIVIL DIVISION APA - GENERAL**
- **JUVENILE DIVISION APA – Lorain County Children Services**

### **Job Summary**

Under the supervision of the Lorain County Prosecuting Attorney, the Assistant Prosecuting Attorney in the Adult Felony, Civil and/or Juvenile Divisions is responsible for performing all duties directed by the Prosecuting Attorney and/or the Division Chief in accordance with applicable provisions of the Ohio Constitution, the Ohio Revised Code and other state and federal law and regulations.

The employee must be able to perform all essential functions of the position; reasonable accommodations will be made in accordance with the Americans with Disabilities Act of 1990, as amended.

### **Supervisory Responsibilities:**

- The Assistant Prosecuting Attorney shall direct the work of assigned administrative team members in the division and provide input into the performance evaluations of such team members

### **General Essential Duties and Responsibilities (All Divisions)**

- Represent the State of Ohio, the Office of the Lorain County Prosecutor, and Lorain County officials, employees and agencies in legal matters
- Conduct legal research and preparation of legal memorandum, opinions, motions and/or briefs. This includes appellate briefs, research, and/or arguments to the Court of Appeals and/or Ohio Supreme Court
- Work cooperatively with other Assistant Prosecuting Attorneys and administrative team members. Regular and consistent attendance in the office, in Court and at required meetings is expected
- Provide education and legal opinions, advice and information regarding new laws, statutes, and cases. Participate on various interagency and interdepartmental committees; attend meetings, workshops, seminars, etc. to keep current on relevant legal authority
- Perform other related duties as assigned

### **Division-Specific Essential Duties and Responsibilities:**

In addition to and/or in lieu of the general essential duties and responsibilities contained above, the Assistant Prosecuting Attorney may be assigned to other duties as required by the applicable division, as summarized below

#### **Essential Duties and Responsibilities – Criminal Division**

- Prepare for and participate in arraignments, pretrial conferences, hearings and related duties. Maintain and monitor any assigned Court's felony criminal docket
- Prepare for and conduct jury selection, bench and jury trials, and post-trial motions and arguments
- Utilize the MATRIX system to facilitate the duties of prosecution, to record, update, and make notes about the progress of criminal cases, and to communicate with administrative team members and supervisors
- Communicate with team members, law enforcement, and victims/victim representatives regarding the progress/status of pending criminal cases
- Complete search warrants, including interacting with law enforcement to discuss the legality of requested search warrants; draft/review search warrants; facilitate communications with court staff to secure judicial review of the search warrant
- Oversee and facilitate all components of the extradition process, material witness warrants, property and vehicle forfeitures and disbursements, motions for relief from firearms disability, evidence destruction and forfeiture requests
- Oversee administrative team members in the review and response to "FBI Final Disposition of Police Report" requests
- Perform other related duties as assigned

#### **Essential Duties and Responsibilities – Civil Division**

- Represent and advise the County, its elected officials and various departments, agencies, boards and commissions of Lorain County on all legal matters affecting county government, including general legal compliance, labor and employment matters, land acquisition and sales, contract negotiations, that involves the board of revision and board of tax appeals, probate court, unemployment commission, state team members board of review, equal employment commission and/or Ohio civil rights commission
- Assist with preparation litigation of civil actions, including claims for alleged civil rights violations; civil tort actions; contract disputes; and labor and employment matters in the Court

of Common Pleas. This includes drafting complaints, motions, discovery, settlement conferences, trials, judgments and post-judgment proceedings

- Research and prepare written legal opinions. Prepare appellate briefs before the Ninth District Court of Appeals and/or Ohio Supreme Court
- Draft, review, and/or negotiate transactions on behalf of all County elected officials, departments, agencies, boards, and commissions. Advise on competitive procurement processes and other government-specific transactional issues
- Assist in the preparation of grant applications and the implementation of procedures to comply with the terms and conditions of such funding
- Perform other related duties as assigned

### **Essential Duties and Responsibilities – Juvenile Division**

- Represent and/or prosecute on behalf of Lorain County Children Services (LCCS) in protective custody cases involving neglect, abuse or dependency of children. Provide advice and counsel to LCCS case workers and staff regarding applicable services to be provided to children, including medical attention, foster care, and court protection; investigations, protections and legal interventions
- Represent and/or prosecute on behalf of the Lorain County Child Support Enforcement Agency in cases involving child support. Attends pre-trial conferences, out-of-court negotiations, and settlement forums in Lorain County Common Pleas Court, Domestic Relations Division
- Perform other related duties as assigned

### **Required Skills and Abilities**

- Must possess excellent research and writing skills as well as understanding relevant legal issues
- Must be available to attend community events as necessary. Local travel is required
- Must exhibit critical thinking, fairness, a strong work ethic, and integrity
- Must maintain the confidentiality of law enforcement and investigatory records and other confidential information
- Must be able to work in high-stress, deadline-oriented environment
- Must be able to communicate and interact professionally with individuals of varying demographics and backgrounds through verbal, written and electronic means
- Ability to organize and prioritize tasks including delegation of tasks, where appropriate
- Ability to work outside of traditional business hours as necessary

## **Education and Licensure Requirements**

- Juris Doctorate Degree from an accredited law school
- Licensed to practice law and an attorney in good standing in the State of Ohio
  - Law school graduates who will take the Ohio Bar Exam in February 2025 are invited to apply. If hired, a successful candidate would be hired as a law clerk with the position as an Assistant Prosecuting Attorney being contingent on passing the bar exam
- Compliance with Continuing Legal Education Requirements and Ohio Rules of Professional Conduct adopted by The Supreme Court of Ohio
- Prior prosecuting and/or governmental legal advocacy experience preferred

## **Physical Requirements**

- Prolonged periods of sitting at a desk and using computer equipment
- Must be able to lift fifteen (15) pounds regularly

## **Pay**

- Starting salary \$60,000-\$90,000, commensurate with experience and position
- Health Benefits Plan including Dental and Vision
- OPERS Pension, Paid Time Off, and other competitive benefits

## **Schedule**

- Generally Monday to Friday

## **Work Location**

- Lorain County Prosecutor's Office

Please submit cover letter and resume care of Bryan Michaels, [bryan.michaels@lcprosecutor.org](mailto:bryan.michaels@lcprosecutor.org) no later than close of business January 20, 2025.