

POSTING FOR ERIE COUNTY ASSISTANT PROSECUTING ATTORNEY (FELONY)

DEPARTMENT: Erie County Prosecutor's Office
POSITION: Assistant Prosecutor Criminal Division (Grant Position)
LOCATION: 247 Columbus Avenue, Suite #319
Sandusky, Ohio 44870

POSTING DATE: 1/17/2023

CLOSING DATE: 1/31/2023

POSITION STARTING DATE: ASAP

EXPERIENCE REQUIRED: Minimum five years litigation experience; ten years' experience preferred

SALARY: \$75,000 base salary plus signing bonus. Base salary negotiable with preferred experience.

SCHEDULED HOURS:

8 A.M. TO 4 P.M. Monday thru Friday
Additional hours as needed

Mail or Email Resume and Letter of Interest:

Erie County Prosecutor's Office
247 Columbus Avenue, Suite 319
Sandusky, Ohio 44870
Attn: Ashley Schwinn, Office Manager
aschwinn@eriecounty.oh.gov

JOB DESCRIPTION:

Conduct reviews of evidence, and research and review of applicable laws to analyze cases and render legal opinions;

Determine, review, and evaluate proper charges;

Prepare and file motions, memoranda, and briefs;

Conduct consultations with defense attorneys regarding potential plea negotiations and settlements;

Conduct and review interviews with victims, witnesses, and law enforcement personnel;

Preparation for jury trials; organization of evidence, witnesses, documents, and testimony;

Conduct trials, including presenting evidence and witnesses at trial, and cross-examination of adverse witnesses; participation in sentencing hearings;

Completing all required documentation, records, forms, and correspondence; prepare and maintain records and reports;

Perform all other related duties as assigned or required.

QUALIFICATIONS:

Working knowledge of Ohio Criminal Law and Procedure; jury trial experience; familiarity with police procedure and investigative techniques; effective oral communication and advocacy skills; legal research and writing skills; ability to develop and maintain effective working relationships with courts, supervisors, associates, and opposing attorneys; Juris Doctor degree and member in good standing of the Ohio Bar.

Erie County resident preferred.