



LORAIN COUNTY PROSECUTOR  
J.D. TOMLINSON

**ASSISTANT PROSECUTING ATTORNEY**

**Job Summary**

Under the supervision of the Lorain County Prosecuting Attorney, the Assistant Prosecuting Attorney in the Appellate Section is responsible for performing any and all duties directed by the Prosecuting Attorney and/or the Criminal 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 personnel in the division and provide input into the performance evaluations of such personnel.

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

- Zealously represent the State of Ohio, the Office of the Lorain County Prosecutor, and Lorain County officials, employees and agencies in trial, hearings, administrative proceedings and other legal matters and concerns
- Conduct legal research and preparation of legal memorandum, opinions, motions and/or briefs
- Work cooperatively with other Assistant Prosecuting Attorneys and administrative staff. Provides education and legal opinions, advice and information regarding new laws, statutes, and cases
- Prepares appellate briefs, conducts research, and presents arguments to the Court of Appeals and/or Ohio Supreme Court
- Participates on various interagency and interdepartmental committees; attends meetings, workshops, seminars, etc. to keep abreast of legal matters
- Remains educated and trained on new legislation and case law
- Regular and consistent attendance in the office, in Court and at required meetings
- 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 such duties as required by the applicable division, as summarized below.

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

- Prepare for and conduct jury selection, bench and jury trials, and post-trial motions and arguments
- Prepare for and participate in pretrial conferences and hearings, engaging in a professional and clear manner with defense counsel, the court and court staff, and prosecutor's office staff
- Maintain and monitor any assigned Court's felony criminal docket, scheduling and conducting pre-trials, hearings, and trials, in a timely, thoughtful, and organized manner.
- Utilize the MATRIX system (as much as possible and practical) to facilitate the duties of prosecution, to record, update, and make notes about the progress of criminal cases, and to communicate with administrative staff and supervisors
- Maintain an open line of communication with staff, law enforcement, and victims / victim representatives regarding the progress/status of pending criminal cases
- Responsible for the completion of search warrants, including: interacting with law enforcement to discuss the legality of requested search warrants; writing and reviewing search warrants and finalize original and copies for filing; facilitate communications with court personnel to secure judicial review of the search warrant
- Represent the State of Ohio in arraignments in assigned courtrooms; complete all arraignment entries with case status, scheduled date, party and legal counsel information, as applicable; request the issuance of a writ of capias for failure to appear
- Oversee and facilitate extraditions to and from out-of-state; represent the State of Ohio in extradition hearings; review and analysis of extradition documents (warrant and identification) for extraditions to another state; coordinate the retrieval of fugitives from another state; complete and process all documents to obtain a Governor's Warrant where necessary for extraditions from another state
- Responsible for the completion and facilitation of Interstate Agreement on Detainers and timely respond to out of state prisoner notices and material witness warrants

- Represent the State of Ohio in show cause hearings and respond to motions from sureties
- Responsible for property and vehicle forfeitures and disbursements, evidence destruction and forfeiture requests, including reviewing and facilitating requests from police
- Prepares and files petitions in Lorain County Common Pleas Court, Domestic Relations Division
- Attends pre-trial conferences, out-of-court negotiations, and settlement forums in Lorain County Common Pleas Court, Domestic Relations Division
- Review and prepare response to motions for relief from firearms disability
- Oversee administrative personnel in the review and response to "FBI Final Disposition of Police Report" requests
- Make contact with victims, witnesses and police officers for trial preparation
- Participate in pretrial conferences and hearings
- Respond to defense motions for discovery
- Engage in pretrial motion practice advocating for the State's interests and respond to defense motions
- Serves as lead or co-counsel in juvenile delinquency proceedings; prepares delinquency complaints; attends hearings and other court proceedings; responds to motions and discovery requests
- Participate in bind over hearings, suppression hearings, and other types of hearings dealing with legal and evidentiary issues
- Prepare appellate briefs before the Ninth District Court of Appeals and/or Ohio Supreme Court
- Perform other related duties as assigned

### **Required Skills and Abilities**

- Must possess excellent research and writing skills; requisite understanding of relevant legal issues
- Must be available to attend community events as necessary
- Must possess qualities of critical thinking, fairness, a strong work ethic, and have the highest integrity
- Must maintain the confidentiality of law enforcement and investigatory records and other confidential information
- Must be able to travel to various county buildings and other sites

- 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
- Ability to organize and prioritize tasks including delegation of tasks, where appropriate
- Must be able to effectively and persuasively communicate through verbal, written and electronic means
- 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
- 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 desk and using computer equipment
- Must be able to lift 15 pounds regularly

### **Pay**

- Salary \$75,000.00-\$82,000.00, commensurate with experience
- Health Benefits Plan including Dental and Vision
- OPERS Pension, Paid Time Off, and other competitive benefits

### **Schedule**

- Monday to Friday

### **Work Location**

- Lorain County Prosecutor's Office

Please submit cover letter and resume to Operations Chief Richard Resendez at

[Richard.Resendez@LCProsecutor.Org](mailto:Richard.Resendez@LCProsecutor.Org) no later than close of business May 26, 2023.