



POSITION AVAILABLE:

Assistant Prosecuting Attorney – Criminal Division/Felony

POSTING DATE: Wednesday, December 21, 2022
DEADLINE TO APPLY: Open until filled

DEPARTMENT: Prosecutor's Office
LOCATION: 241 S. Chestnut Street, Ravenna, OH

STARTING SALARY: \$81,432 / Annually

JOB OBJECTIVE:

Incumbent is responsible for investigating, preparing, and litigating felony criminal offenses, and writing and arguing appeals, if required.

MINIMUM QUALIFICATIONS:

Juris Doctor Degree is required. Incumbent must pass the bar exam and be licensed to practice law in the State of Ohio and in good standing with the Supreme Court of Ohio. Five or more years or experience as an Assistant Prosecutor or equivalent private practice experience. Comprehensive knowledge of the legal system. Ability to prepare and conduct jury and bench trials. Ability to communicate effectively, both orally and in writing. Knowledge of researching skills, the Rules of the Court, the Ohio Revised Code, Administrative Code, Criminal Rules, etc.

EXAMPLES OF DUTIES:

Responding to legal inquiries from various law enforcement agencies (including 24 hour on-call status). Preparing for and conducting bench and jury trials and other court hearings in all felony cases. Performing investigations. Communicating with victims regarding the status of their cases. Attending pretrial conferences. Researching and writing legal briefs and pleadings, motions, etc. Preparing and presenting seminars for local law enforcement personnel. Attending various seminars and public events.

HOW TO APPLY:

Send resume to prosecutor@portageco.com.

PORTAGE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER (EOE)