



POSITION AVAILABLE:

Assistant Prosecuting Attorney

POSTING DATE: Thursday, August 18, 2022

DEADLINE TO APPLY: Open until filled

DEPARTMENT: Prosecutor's Office / Civil Division II

LOCATION: 241 S. Chestnut Street, Ravenna, OH

SALARY: \$60,736 - \$66,622 / year

JOB OBJECTIVES:

Incumbent is responsible for providing legal counsel and representation to various County officials and boards and Township officials and boards, 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. Comprehensive knowledge of the legal system. Ability to communicate effectively, both orally and in writing. Knowledge of legal researching skills. Knowledge of the Rules of the Court, the Ohio Revised Code, Administrative Code, Civil Rules, etc. Ability to use the following equipment: computer, printer, calculator, scanner, fax, smart phone, and copier.

EXAMPLE OF DUTIES:

Responding to legal inquiries, attending meetings with public officials, researching, and writing legal opinions, preparing for, and conducting bench and jury trials, court hearings, and administrative proceedings. Reviewing and drafting contracts, researching, and writing legal briefs, drafting pleadings, interviewing, and preparing witnesses, investigating, and preparing evidence. Preparing and presenting seminars for local officials, attending various seminars, public events, and periodic case reviews. Incumbent directs the work activities of investigator, legal assistants, paralegals, interns, and clerks. Supervisor provides detailed and technical instructions regarding procedural issues, and reviews work of incumbent. Incumbent makes most decisions regarding work independently.

HOW TO APPLY:

Send resume to prosecutor@portageco.com.