



**POSITION AVAILABLE:**

**Assistant Prosecuting Attorney – Criminal Division/Felony**

**POSTING DATE:** Thursday, May 26, 2022  
**DEADLINE TO APPLY:** Open until filled  
**DEPARTMENT:** Prosecutor’s Office  
**LOCATION:** 241 S. Chestnut Street, Ravenna, OH  
**STARTING SALARY:** \$77,563/year

---

**TITLE:** Assistant Prosecuting Attorney – Criminal Division/Felony

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

**ESSENTIAL JOB FUNCTIONS:**

- ◆ 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.

**NON-ESSENTIAL JOB FUNCTIONS**

- ◆ Preparing and presenting seminars for local law enforcement personnel;
- ◆ Attending various seminars and public events.

**I. JOB REQUIREMENTS**

**Equipment:** Incumbent operates the following equipment: computer scanner, smart phone, computerized docketing system, fax machine, and copier.

**Critical Skills/Expertise:**

- ◆ 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;
- ◆ Knowledge of the Rules of the Court, the Ohio Revised Code, Administrative Code, Criminal Rules, etc.;

**Job Standards:** 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.

## II. DIFFICULTY OF WORK

Work consists of complex, varied, non-standardized tasks requiring the application of numerous laws, rules, regulations, and procedures.

## III. RESPONSIBILITY

Incumbent directs the work activities of investigators, 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.

## IV. PERSONAL WORK RELATIONSHIPS

Incumbent has contact with law enforcement officers, co-workers, employees in the department, public and private sector employees, court personnel, institutional residents, and the general public. The purpose of these contacts is to provide legal representation, conduct investigations, and prepare for and conduct trials.

## V. PHYSICAL EFFORT AND WORK ENVIRONMENT

### **Physical**

#### **Requirements:**

Incumbent performs sedentary work which may require lifting up to fifteen (15) pounds occasionally.

#### **Physical Activity:**

Incumbent performs the following physical activities: climbing, stooping, kneeling, reaching, standing, walking, pulling, pushing, lifting, fingering, grasping, talking and hearing.

#### **Visual Activity:**

Incumbent performs work where the seeing job is close to the eyes.

#### **Job Location:**

Incumbent works inside protection from weather conditions, but not necessarily from temperature changes.

## **HOW TO APPLY:**

Send resume to [prosecutor@portageco.com](mailto:prosecutor@portageco.com).

**PORTAGE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER (EOE)**