

## **Clinton County Prosecutor's Office**

### **Job Posting: Assistant Prosecuting Attorney - Criminal Division**

The Clinton County Prosecutor's Office is accepting applications for the position of Assistant Prosecuting Attorney in the Criminal Division. The Assistant Prosecuting Attorney will handle felony criminal prosecution and trial work, among other prosecutorial duties.

#### **Responsibilities:**

- Prosecute felony cases on behalf of Clinton County and the State of Ohio in criminal proceedings, including arraignments, dispositions, petitions for revocation, sentencing hearings, bond reductions, trials, Grand Jury, etc.
- Present arguments and evidence to the court for trials/motion hearings.
- Prepare motions, briefs, and other court documentation.
- Prepare witnesses, victims, and law enforcement for trial.
- Comply with Marsy's Law.
- Provide legal advice to law enforcement agencies.
- Conduct legal research and analyze legal issues.
- Collaborate with other members of the prosecutor's office and law enforcement.
- Assist other divisions within the office if needed.
- Handle case management and maintain comprehensive case files.
- Perform all other duties as assigned by the Prosecuting Attorney as well as those prescribed by law.

#### **Qualifications:**

- Admission to the Ohio Bar pursuant to Section 4705.01 of the Ohio Revised Code.
- Be available to work in the office on a daily basis and have the ability to work outside normal working hours when necessary.
- Critical thinking and decision-making skills; Detail oriented; Flexible and quick-thinking; Quick learning ability; Ability to ensure accurate and timely completion of responsibilities skills are required.
- Possess excellent research and writing skills with an understanding of relevant legal issues.
- Knowledge of computers and computer operating systems; Knowledge of Westlaw Legal Research Product.
- Be able to work both independently and collaboratively and possess strong interpersonal skills.
- Have a strong understanding of criminal law and trial procedures.

- Possess qualities of fairness, a strong work ethic, and the highest integrity, and must also maintain client confidentiality.
- Previous experience in criminal prosecution is preferred but not required.

**Salary and Benefits:**

- Salary is commensurate with experience.
- Full-time role; paid bi-weekly; paid vacation and sick time; 13 paid holidays.
- Comprehensive Benefits Package: Medical, Vision, Dental, Employer-Paid Life Insurance, Ohio Public Employee's Retirement System (OPERS), Eligibility to participate in the Public Service Loan Forgiveness program.
- Continuing legal education credits are also available.
- No private practice is allowed for this full-time position.

**Application Process:**

To apply, please email your resume, cover letter, and three professional references to Kelly Shoemaker, Office Administrator, at [kshoemaker@clintonctyprosecutor.com](mailto:kshoemaker@clintonctyprosecutor.com) or mail to 103 E. Main St., Wilmington, OH 45177.

This job posting will remain open until filled.

Clinton County is an Equal Opportunity Employer.