

Civil Assistant Prosecuting Attorney

Clinton County Prosecutor's Office

Wilmington, Ohio | Full time | Starting salary: \$85,000–\$105,000 annually

Salary is based on experience and qualifications. Higher compensation may be considered for the right candidate.

The Clinton County Prosecutor's Office seeks an experienced civil attorney to advise county officials, including the Board of Commissioners, and townships. The work centers on contracts, open meetings, employment matters, and other local-government issues, with some civil litigation.

This is a civil position with no regular criminal docket. Criminal courtroom coverage may be required as needed.

1 Responsibilities

- Advise county officials, boards, departments, and townships on daily operations and legal obligations.
- Draft, review, and negotiate contracts; prepare resolutions, policies, and other legal documents.
- Advise on open meetings, meeting procedures, and public records. Outside counsel assists with complicated public-records matters.
- Advise on employment matters, including personnel policies, discipline, and other employment decisions.
- Handle assigned civil litigation and coordinate with outside counsel. Most litigation is handled through the county's insurance carrier.
- Identify legal risks, explain available options, and recommend practical solutions.

2 Qualifications

- Licensed to practice law in Ohio and in good standing.
- Relevant civil practice experience; experience representing public entities or advising local government is preferred.
- Ability to independently analyze legal issues, manage assigned matters, and give officials clear, practical advice.
- Strong research and writing skills, sound judgment, discretion, and the ability to manage competing deadlines.

3 Working Environment

You will work directly with the Prosecuting Attorney, with support from office staff and outside counsel. The position offers substantial independence, direct access to decision-makers, and a manageable workload. Regular office attendance is required, with flexibility in work hours and scheduling. Some evening meetings are required.

4 Benefits

- Medical, dental, and vision insurance; employer-paid life insurance; and Ohio Public Employees Retirement System (OPERS) participation.
- Paid vacation and sick leave, 13 paid holidays, and continuing legal education opportunities.
- Public Service Loan Forgiveness eligibility, subject to program requirements.

This is a full-time position. Private practice is not permitted.

5 How to Apply

Submit a résumé and a brief cover letter or email describing your relevant experience and interest in the position. A writing sample may be requested from candidates selected for further consideration.

Send application materials to:

Maria Burrell, Office Administrator
mburrell@clintonctyprosecutor.com
103 E. Main St., Wilmington, OH 45177

Open until filled.

Clinton County is an Equal Opportunity Employer.