

**CLINTON COUNTY PROSECUTING ATTORNEY'S OFFICE
JOB POSTING**

Assistant Prosecuting Attorney — Children Services Division

Position Summary

The Clinton County Prosecuting Attorney's Office is accepting applications for an Assistant Prosecuting Attorney assigned to the Children Services Division. This position reports directly to the Prosecuting Attorney and represents/advises the Clinton County Children Services Agency / Child Protection Unit in child-protection matters, including abuse, neglect, dependency, emergency custody, shelter care, case-plan, permanency, legal-custody, temporary-custody, and permanent-custody proceedings.

This is a courtroom-focused position requiring sound judgment, strong writing, direct agency advice, trial preparation, and the ability to manage urgent hearings, sensitive records, and difficult facts.

Primary Duties

- Represent the agency in Court hearings, trials, reviews, and permanency proceedings.
- Draft and litigate complaints, motions, affidavits, proposed orders, case-plan filings, custody motions, and permanent-custody pleadings.
- Advise caseworkers and supervisors on legal sufficiency, emergency removal, reasonable efforts, case planning, documentation, evidence, subpoenas, confidentiality, and public-records issues.
- Prepare witnesses and evidence, including agency records, photographs, medical records, school records, provider records, drug screens, case plans, and placement records.
- Coordinate with Juvenile Court, GAL/CASA, law enforcement, the Child Advocacy Center, schools, treatment providers, placement staff, and other Prosecutor's Office divisions when cases overlap with criminal matters.
- Flag conflicts, appearance issues, privilege concerns, and sensitive-records risks; provide staff training; perform other duties assigned by the Prosecuting Attorney.

Required Qualifications

- Juris Doctor from an accredited law school.
- Licensed to practice law in Ohio and in good standing with the Supreme Court of Ohio.
- Strong legal writing, research, oral advocacy, case preparation, and courtroom judgment.
- Ability to handle urgent hearings, statutory deadlines, sensitive evidence, and difficult subject matter involving children, families, substance abuse, domestic violence, trauma, and parental rights.

Preferred Qualifications

- Juvenile, child-protection, family-law, civil-litigation, criminal-litigation, contested-hearing, or trial experience.
- Familiarity with Ohio juvenile law, public children services practice, case plans, reasonable efforts, permanency planning, and permanent-custody litigation.

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 opportunities are available.
- No private practice is permitted for this full-time position.

Application Instructions

To apply, please submit your resume to Maria Burrell, Office Administrator at mburrell@clintonctyprosecutor.com or by mail at

Clinton County Prosecutor's Office

103 E. Main St.

Wilmington, OH 45177

This job posting will remain open until filled. Clinton County is an Equal Opportunity Employer.