

**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. The starting salary range is \$75,000 - \$95,000.
- 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](mailto: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.