

# Assistant Prosecutor

## Objectives of this Role

- Represent the elected Prosecuting Attorney with professionalism.
- Maintain good standing and report CLE credits with the Supreme Court of Ohio.
- Participate in professional development opportunities presented by Ohio Prosecuting Attorney Association (OPAA) and the Richland County Bar Association.
- Build and maintain rapport with county and township elected and appointed officials.
- Demonstrate excellent verbal and written communication skills with colleagues and clients.
- Demonstrate efficient and effective client management skills.

## Regular Responsibilities

- Intake review of cases referred by law enforcement
- Create fact summaries and populate witness lists in digital file
- Screen and present cases to the Grand Jury
- Prosecute felony cases through jury trial
- Remote work possible as schedule permits, not to exceed one day per week
- Conduct plea negotiations, present arguments and evidence to the Court for pre-trials, motion hearings, sentencing, etc.,

## Required Skills and Qualifications

- Bachelor's degree from an accredited college or university
- JD from an ABA accredited law school
- Strong legal research skills and clear and concise legal writing style
- Organized and eager self-starter with the ability to work on deadline
- Scheduled to take the upcoming Bar Exam OR pending passage of the Bar Exam
- Relevant legal work history

## Preferred Qualifications

- Notable academic success
- Demonstrable leadership skills
- Licensed, actively registered, and in good standing with the Supreme Court of Ohio
- Jury Trial experience

# Employee Benefits

- Salary commensurate with experience, up to \$95,000.
- Reimbursement of costs for Attorney Registration through the Supreme Court of Ohio
- Reimbursement of cost for required continuing legal education
- Qualified Public Service Loan Forgiveness Employer
- Twelve paid holidays and four personal days per year
- Paid vacation/sick days as accrued
- Retirement benefits through Ohio Public Employees Retirement System
- Medical/dental/vision insurance offered

## Application Details

Applications will be accepted on a rolling basis until the position is filled.

**Email [abazley@richlandcountyoh.gov](mailto:abazley@richlandcountyoh.gov) to submit application materials.**

- Submit a professional cover letter addressed to the elected county prosecutor
- Submit an updated professional resume
- Submit a letter of good standing from the Supreme Court of Ohio, if licensed and registered
- Submit unofficial law school transcripts, if you have graduated in the last four years
- Submit a legal writing sample, if you have graduated in the last four years