

MUSKINGUM COUNTY

POSITION OPENING ANNOUNCEMENT

DATE: DECEMBER 5, 2023 (updated)

DEPARTMENT: PROSECUTORS OFFICE

POSITION TITLE: ASSISTANT PROSECUTING ATTORNEY – CHILD SUPPORT ENFORCEMENT

STATUS: FULL TIME (35 hours per week)
Monday – Friday 8:30 AM – 4:30 PM

SALARY RANGE: STARTING MINIMUM SALARY: \$64,000
UPWARD ADJUSTMENT COMMENSURATE WITH EXPERIENCE AND QUALIFICATIONS
SIGNING AND/OR RELOCATION BONUS NEGOTIABLE

DEADLINE: OPEN UNTIL POSITION IS FILLED

QUALIFICATIONS:

- Admission to the Ohio Bar per Section 4705.01 of the Ohio Revised Code
- Strong communication skills
- Ability to pass all pre-employment screenings.

JOB SUMMARY:

Prepares Child Support/Paternity cases for trial, independently tries cases in state, county, municipal and federal courts, examines witnesses, prepares for quasi-judicial hearings (e.g. reviews issues, holds pre-hearing conferences, negotiates out of court settlements with final approval of management); issues subpoenas and appropriate orders relating to discovery; provides legal advice, consultation and research on general child support/paternity related issues (e.g., interpretation and application of laws, rules, court ratings and procedures as they would affect daily operations) to agency and/or child support personnel as needed; assists Attorney/CSEA Manager/Supervisor 2, office of Attorney General and County Prosecutor on Resolution settlement and litigation of legal matters pertaining to child support/paternity; prepares and files legal actions (e.g., certificate of liens, contempt, lump-sum judgments, URESA/UIFSA petitions and other matters pertaining to child support overpayments); offers interpretation of CSEA manual regulations with respect to Ohio Revised Code for Attorney/CSEA Manager/Supervisor 2; prepares and files for new orders.

Conducts legal research and prepares legal briefs, memorandums and pleadings pertaining to child support/paternity and other matters pertaining to IV-D cases, reviews drafts of opinions and legal entries of other attorneys/courts; drafts and reviews contracts, leases, agreements, and other documents for agency staff as needed.

Reviews agency programs and policies for legal implications; answers legal inquiries from government officials and general public. Performs related legal and administrative work (e.g., drafts contracts, orders,

regulations, and other legal documents); serves subpoenas; prepares reports and maintains records as needed.

Attends meetings, conferences, workshops, and other training sessions as needed. Performs other duties and/or special projects as assigned.

If interested, send completed Cover Letter, Application and Resume to:

**ATTN: RON WELCH, PROSECUTING ATTORNEY
MUSKINGUM COUNTY PROSECUTING ATTORNEY'S OFFICE
27 N. 5th STREET, STE 201
ZANESVILLE, OH 43701
EMAIL: RLWELCH@MUSKINGUMCOUNTY.ORG**

EOE

Welcome to the Muskingum County Prosecutor's Office

About Us:

At the Muskingum County Prosecutor's Office, we hold high not only our commitment to justice but also our unwavering dedication to our work-family balance. Our team includes 12 accomplished attorneys and 16 dedicated support staff members. We work collaboratively to uphold justice, protect our community, and support each other in all aspects of our professional and personal lives.

Our Values:

- 1. Family-Centric Culture:** Family is at the core of who we are. We foster a close-knit, supportive atmosphere where everyone feels like they belong. We understand that life happens, and when special circumstances arise, we offer the grace and flexibility needed to navigate through them.
- 2. Balanced Work Environment:** While our work is often high-pressure and fast-paced, we believe in striking a balance. Our work environment provides a welcoming atmosphere where everyone can thrive.
- 3. Transparency:** When you join our team, you can expect a clear and transparent explanation of your duties and responsibilities, as well as your path for advancement. We believe that open communication is key to success and personal growth.
- 4. Mentorship:** We value the growth and development of our team members. As part of our commitment to mentorship, experienced colleagues are willing and available to provide guidance and support.

Join Us:

If you are passionate about the pursuit of justice, value a supportive work environment, and seek opportunities for personal and professional growth, we invite you to consider joining our close-knit family at the Muskingum County Prosecutor's Office.