

**MUSKINGUM COUNTY
POSITION OPENING ANNOUNCEMENT**

DATE: DECEMBER 5, 2023

DEPARTMENT: PROSECUTORS OFFICE

POSITION TITLE: ASSISTANT PROSECUTING ATTORNEY – FELONY DIVISION

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

SALARY RANGE: \$75,000 - \$92,000 YEAR
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:

The successful candidate will primarily be responsible for the prosecution of felony offenses. The candidate will inherit an active caseload; however, the caseload will be under the supervision of an experienced felony prosecutor to assure success during the acclimation process. The successful candidate will be working closely with law enforcement, victims of crime, defense attorneys and court personnel. Caseload will and can include all types of felony offenses including homicides, complex drug cases, child abuse, and sexual assault. We expect our attorneys to exhibit or have the capacity to develop leadership qualities. The ideal candidate should be driven to obtain just outcomes for victims and our community.

Duties will include, but not be limited to, assisting with initial case review, and representing the State at arraignments, pre-trial conferences, motion hearings, and jury trials. Assisting attorneys within other divisions of the office as needed. Litigation experience, including jury trial experience, is strongly recommended. Applicants must be licensed to practice law and be in good standing with the Ohio Supreme Court. Candidates should possess strong communication, writing, and research skills.

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 office provides the resources that let prosecutors succeed at being prosecutors. We have strong support staff, including a secretary for each attorney, in-house IT for creating and presenting demonstratives and evidence in the courtroom, and in-house public relations to keep the community informed of our activities. The possibility for substantial career advancement opportunities will present themselves in the future.

Locally, we have grant programs available which can provide up to \$50,000 in loan repayment for qualified Muskingum County residents. Additionally, for the right candidate a signing or relocation bonus of \$10,000 is possible.

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.