

MUSKINGUM COUNTY

POSITION OPENING ANNOUNCEMENT

DATE: SEPTEMBER 27, 2024

DEPARTMENT: PROSECUTORS OFFICE

POSITION TITLE: ASSISTANT PROSECUTING ATTORNEY (2 Positions Available)

STATUS: FULL TIME (35 hours per week)
Monday – Friday 8:30 AM – 4:30 PM'
(Some evening/weekend hours may be required to accommodate court schedules or case needs)

SALARY RANGE: \$64,000/YEAR
COMMENSURATE WITH EXPERIENCE AND QUALIFICATIONS
SIGNING AND/OR RELOCATION BONUS NEGOTIABLE

DEADLINE: OPEN UNTIL POSITION IS FILLED

QUALIFICATIONS:

- Juris Doctor (J.D.) degree from an accredited law school.
- Licensed and in good standing to practice law in the State of Ohio.
- Prior experience in criminal prosecution and/or child welfare law is highly preferred.
- Strong understanding of Ohio criminal statutes, rules of evidence, and family law principles.
- Excellent written and oral communication skills.
- Ability to manage a high-volume caseload efficiently and effectively.
- Strong interpersonal skills with the ability to collaborate with various professionals and agencies.
- Commitment to justice, public service, and the protection of children and vulnerable populations.
- Ability to pass all pre-employment screenings.

JOB SUMMARY:

The Muskingum County Prosecutor's Office is seeking a dedicated and highly motivated Assistant Prosecutor to join our legal team. The successful candidate will handle a diverse caseload that includes felony and misdemeanor adult and juvenile cases, as well as abuse, neglect, and dependency cases in collaboration with Muskingum County Children Services.

Key Responsibilities:

- Prosecute felony and misdemeanor cases in the Muskingum County Court of Common Pleas general and juvenile divisions and Municipal Courts.
- Represent the interests of Muskingum County Children Services in cases involving abuse, neglect, and dependency.
- Conduct legal research, draft pleadings, motions, and briefs, and provide courtroom representation in both adult and juvenile court proceedings.
- Prepare and present cases for hearings, trials, and plea negotiations.
- Collaborate with law enforcement, social workers, and other stakeholders to ensure the protection and welfare of children.
- Provide legal counsel to Muskingum County Children Services on matters relating to child welfare.

- Participate in team meetings, strategy sessions, and case conferences.
- Assist with the development and implementation of policies and procedures related to the prosecution of criminal cases and child protection matters.
- Maintain up-to-date knowledge of relevant laws and legal precedents, including criminal law and juvenile/family law.

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.