



**DAVID P. FORNSHELL**

**WARREN COUNTY PROSECUTOR**



**ASSISTANT PROSECUTOR**  
**Warren County Child Support Enforcement Agency (CSEA)**

**POSITION AVAILABLE**

**JOB CLASSIFICATION:** ASSISTANT PROSECUTOR

**DEPARTMENT:** CSEA

**SALARY RANGE:** COMMENSURATE WITH EXPERIENCE,  
PLUS BENEFITS

**SCHEDULED HOURS:** 40 HOURS PER WEEK  
Monday through Friday 8:00 am to 5:00 pm,  
and as needed

SEE ATTACHED CLASSIFICATION SPECIFICATION FOR MINIMUM  
QUALIFICATIONS AND ILLUSTRATIVE DUTIES OF THIS POSITION

**POSTING PERIOD:** THIS NOTICE IS BEING POSTED FOR A PERIOD  
OF TIME NOT LESS THAN SEVEN (7)  
CONSECUTIVE CALENDAR DAYS BEGINNING  
OCTOBER 16, 2023

APPLICANT'S SHOULD APPLY BY RESUME TO:

**ATTENTION:** Michelle Buck, Office Administrator  
[michelle.buck@warrencountyprosecutor.com](mailto:michelle.buck@warrencountyprosecutor.com)

This position is subject to a post-offer drug screen and background check.

Applicants are required to apply for this position per the instructions outlined above. Resumes received in any manner other than directly from the applicant may not be considered.

Warren County is an equal opportunity employer

520 Justice Drive • Lebanon, Ohio 45036 • Phone: 513.695.1325 •  
Website: [www.warrencountyprosecutor.com](http://www.warrencountyprosecutor.com)

# POSITION DESCRIPTION

## Warren County Prosecutor

**CLASSIFICATION TITLE:** Assistant Prosecutor - Child Support Enforcement Agency (CSEA)

<b>FLSA STATUS:</b>	Exempt	<b>EMPLOYMENT STATUS:</b>	Full-Time
<b>FLSA TYPE:</b>	Professional	<b>REPORTS TO:</b>	Director and/or Deputy
<b>CIVIL SERVICE STATUS:</b>	Unclassified		Director - CSEA
<b>PROBATION:</b>	N/A	<b>UNIT:</b>	Legal
		<b>WORK HOURS:</b>	8:00 am to 5:00 pm and as needed

### DISTINGUISHING JOB CHARACTERISTICS

Provides professional legal advice and representation in the establishment of paternity and the establishment, modification, enforcement, and termination of child support and medical support orders. Provides professional legal advice to the CSEA staff regarding child support, medical support, and paternity related matters. An employee assigned to the position is a professional attorney, licensed to practice law in the state of Ohio. Assistant prosecutors may be assigned to cover legal specialties, but such assignment is not permanent and may change at the discretion of CSEA management and the Prosecuting Attorney.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

***To perform this job successfully, an individual must be able to satisfactorily perform each essential duty listed below. Reasonable accommodations will be made for disabled persons, covered by the Americans with Disabilities Act, in accordance with the requirements of that Act.***

1. Litigates the establishment of paternity and the establishment, modification, termination, and enforcement of child support and medical support orders. Plans litigation strategy, conducts and coordinates legal research, evaluates evidence and statements, interviews and prepares case participants, witnesses, and others, requests follow-up investigations as appropriate, reviews discovery, and makes other preparations to prepare for hearings. Participates in scheduling hearings. Works closely with CSEA staff in all aspects of child support cases.
2. Represents the CSEA for court appearances to present and litigate cases. Presents opening statements, examines and cross-examines witnesses, introduces exhibits, makes and responds to objections, and presents closing arguments. Represents the CSEA during objections hearings in both the domestic relations and juvenile courts.
3. Provides legal advice to CSEA staff regarding all matters of child support, including child and medical support and paternity related matters.

4. Reviews, drafts, and organizes internal CSEA policies and procedures.
5. Maintains current professional working knowledge of legal issues, strategies, case and statutory and administrative law, and other related issues. Reads and analyzes cases, attends professional conferences and reports information obtained to other staff. Reviews new laws and conducts other continuing legal research to keep up with evolving legal authority and issues.
6. Utilizes specific programs and applications such as Support Enforcement Tracking System (SETS); Onbase/EDMS; JCS; Benchmark; Federal Child Support Portal.
7. Participates in all meetings, trainings, and activities as a member of the CSEA management team and court team.
8. Represents the CSEA and Prosecuting Attorney in a professional and positive manner with case participants, governmental agencies and offices, attorneys, press, and public. Including answering questions and providing information regarding child support cases, issues, policies, and procedures.
9. Maintains regular and predictable attendance.
10. Assists the Criminal Division in the prosecution of criminal non-support cases.
11. Researches and writes appellate briefs and makes oral arguments before the court of appeals and Ohio Supreme Court as needed.
12. Other duties as assigned.

### **OTHER DUTIES AND RESPONSIBILITIES**

None.

### **SUPERVISION GIVEN AND RECEIVED**

Supervised by director and/or deputy director of the CSEA.

### **EQUIPMENT OPERATED**

Computer, printer, copier, fax machine, telephone, other standard office equipment, audio/video projector, and audio tape machines. Automobile on occasion to attend court hearings, trainings, and conferences.

### **CONTACT WITH OTHERS**

Case participants, court representatives, judges, magistrates, attorneys, law enforcement representatives, representatives of other governmental agencies and offices, witnesses, and public.

## **CONFIDENTIAL DATA**

“Confidential Data” includes but is not limited to:

Federal Tax Information (FTI); CSEA case files; Matrix case management system information; Axon Justice evidence management system information; grand jury witness information; grand jury testimony; grand jury voting information, yet-to-be filed and/or secret grand jury indictment information; personal information of victims; OHLEG data; LEADS Online data; NCIC reports; medical records; police investigatory information; confidential law enforcement investigatory information; children services investigatory information, inter-office confidential information; privileged information; work product; non-public information contained in personnel files and other files such as social security numbers, financial information, medical information, personal calendar information; records sealed by a court; information not yet disseminated to the public or otherwise part of the public record; other confidential case information; and any other information not generally available to the public that was obtained by virtue of the employee’s position as a member of the Prosecutor’s Office/CSEA.

## **WORKING CONDITIONS**

The employee must negotiate, use, or work with or near personal protective equipment, eye and face protection, hand protection, the handling of material and supplies, human blood, or other potentially infectious materials, hazardous chemicals, and weapons. General Duty: Safe and Healthful Workplace: The employee has contact with violent or emotionally distraught persons.

## **USUAL PHYSICAL DEMANDS**

***The following physical demands are typically exhibited by position incumbents performing this job’s essential duties and responsibilities. These physical demands are not and should not be construed to be job qualification standards, but are illustrated to help the employer, employee, and/or applicant identify tasks where reasonable accommodations may need to be made when an otherwise qualified person is unable to perform the job’s essential duties because of an ADA disability.***

While performing duties of this job, the employee frequently sits for extended periods of time while conducting research, reading files, and performing other related duties. Employee frequently talks and listens over the telephone and in person. Vision demands are normal, except can include close, detailed vision when operating the computer, with the ability to adjust focus for close work. Employee sits for extended periods of time while operating vehicle to and from worksites.

## **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of:** Ohio Administrative and Revised Codes; applicable federal law; domestic, juvenile, criminal, and civil procedures and evidentiary rules; legal research methods and sources; and bankruptcy law.

**Ability to:** Apply legal principles to practical situations and exercise sound legal judgment; develop and maintain effective working relationships with fellow employees, attorneys, case participants, other governmental representatives, and general public; maintain confidentiality of confidential and sensitive subject matter; recognize threshold issues; effectively communicate complicated legal issues to lay persons; communicate effectively in writing; handle and coordinate large case load; communicate persuasively; analyze legal issues, problems, and documents and make effective recommendations.

**Skill in:** Legal analysis and interpretation; writing legal documents; legal negotiations; trial advocacy; drafting pleadings; and making and drafting legal opinions.

## **QUALIFICATIONS**

An appropriate combination of education, training, course work, and experience may qualify an applicant to demonstrate required knowledge, skills, and abilities. An example of an acceptable qualification is: *Juris doctor* degree and admission to practice law in the state of Ohio. Experience or demonstrable knowledge and skill in practicing assigned legal specialty. Possession of required licenses.

Willingness to serve in a position exempt from the Ohio Civil Service and the Fair Labor Standards Act.

Ability to document identity and employment eligibility within three days of original appointment as a condition of employment in compliance with Immigration Reform and Control Act requirements.

Complete satisfactory background check and drug test.

## **LICENSURE AND CERTIFICATION REQUIREMENTS**

Licensed to practice law in the state of Ohio. Maintain valid Ohio driver's license.

<p><b>This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee filling this position, who will be required to follow instructions and perform any duties required by the employee's appointing authority, supervisor, or designee.</b></p>
---

**MANAGEMENT APPROVAL**

\_\_\_\_\_  
Prosecuting Attorney or Designee

\_\_\_\_\_  
Date

**EMPLOYEE UNDERSTANDING AND AGREEMENT**

I understand, and will perform, the duties and requirements specified in this job description.

I have reviewed and understand the most current copy of the Warren County Personnel Policy Manual, and any additional policies adopted by the CSEA or Warren County Prosecuting Attorney.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date