



DAVID P. FORNSHELL

WARREN COUNTY PROSECUTOR



ASSISTANT PROSECUTOR Juvenile Division

POSITION AVAILABLE

JOB CLASSIFICATION: ASSISTANT PROSECUTOR

DEPARTMENT: PROSECUTOR'S OFFICE

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
APRIL 19, 2021

APPLICANTS SHOULD APPLY BY RESUME TO:

ATTENTION: Michelle Buck, Office Administrator
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

POSITION DESCRIPTION

Warren County Prosecutor

CLASSIFICATION TITLE:	Assistant Prosecutor
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FLSA STATUS:	Exempt	EMPLOYMENT STATUS:	Full-Time
FLSA TYPE:	Professional	REPORTS TO:	First Assistant Prosecutor
CIVIL SERVICE STATUS:	Unclassified	UNIT:	Legal
PROBATION:	N/A	WORK HOURS:	8:00 am to 5:00 pm and as needed

DISTINGUISHING JOB CHARACTERISTICS

Provides professional legal advice and representation in the prosecution of criminal, misdemeanor, delinquency, traffic, child abuse, neglect and dependency, and tax collections. Provides professional legal advice and representation to county officials and departments, townships, and libraries. An employee assigned to this position is a professional attorney, licensed to practice law in the state of Ohio. Assistant prosecutors may be assigned to legal specialties, but such assignment is not permanent and may be changed at the discretion of 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. Prosecutes felony, misdemeanor, delinquency, traffic, child abuse, neglect and dependency, and tax collection cases. Plans prosecution strategy, conducts and coordinates legal research, evaluates evidence and statements, interviews and prepares witnesses, victims and others, requests police follow-up investigations as appropriate, reviews discovery and makes other preparations to prepare for trial. Participates in scheduling hearings and trials.
2. Evaluates crimes and evidence, and advises victims regarding the filing of charges and/or other related matters. Determines and files appropriate charges.
3. Makes court appearances to present and prosecute cases. Participates in jury selection, presents opening statements, examines and cross-examines witnesses, introduces exhibits, makes and responds to objections, and presents closing arguments.
4. Attends pretrial conferences and other hearings. Evaluates strengths and weaknesses of each case and makes recommendations to the court including pleas as charged, reduced pleas, proceed to trial, continuances, and other actions as needed.

5. Prepares and presents trainings to law enforcement, schools and professionals, and the community.
6. Researches and writes appeal briefs, and makes oral arguments before the court of appeals and Ohio Supreme Court.
7. Follows up on criminal cases as necessary for post-conviction relief, motions for early releases, probation violations and other motions.
8. Provides legal advice to police agencies regarding status of investigations, matters of search and seizure, probable cause, search warrants, arrests, appropriate criminal charges, and other criminal law issues. Participates in training sessions for law enforcement officers.
9. Meets with police officers and general public for purposes of approving criminal charges upon review of facts and law.
10. Prosecutes county and township building and zoning violations, and criminal and civil litigation. Provides legal counsel to county and township building and zoning departments.
11. Provides legal representation to county elected officials and departments including county commissioners, clerk of courts, engineer, sheriff, judges, and other boards, departments, agencies, and other statutory clients in litigation matters, real estate tax issues, bankruptcies, contracts and general law.
12. Represents county treasurer on delinquent real estate, personal property and manufactured home tax collection matters including preparation, filing and litigation of complaints for collection of delinquent taxes. Provides legal advice to Warren County Board of Revision and represents the board at hearings, including representation before the Board of Tax Appeals. Represents county treasurer and auditor in foreclosure cases relating to real estate and taxation.
13. Represents Warren County Board of Developmental Disabilities, Warren County Children Services, and other agencies on legal issues including preparation and approval of contracts, prosecution and preparation of disciplinary actions, due process claims, liability and other legal matters. Provides legal representation on adult and child protective services.
14. Maintains current professional working knowledge of legal issues, strategies, case and statutory law and other related issues. Reads and analyzes cases, attends professional conferences, reviews new laws, and conducts other continuing legal research to keep up with evolving legal authority and issues.
15. Represents Prosecutor's Office in a positive manner to law enforcement, press, and general public.
16. Maintains regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES

None.

SUPERVISION GIVEN AND RECEIVED

Supervised by First Assistant Prosecutor.

EQUIPMENT OPERATED

Computer, printer, dictaphone, copier, fax machine, telephone, other standard office equipment, audio/video projector, and audio tape machines.

CONTACT WITH OTHERS

Clients, court representatives, judges, defendants, attorneys, law enforcement representatives, victims, witnesses, and general public.

CONFIDENTIAL DATA

Criminal record printouts; police investigation reports; non-public records contained in personnel and other files such as social security numbers and financial and medical records; information disclosed in private consultations with office holders and other parties regarding threatened or actual litigation; documents and pleadings prepared but not yet made a part of public record; client case files; and jail records.

WORKING CONDITIONS

The employee must negotiate, use, or work with or in the vicinity of 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 hears 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 and Federal law; criminal and civil procedure and evidentiary rules; legal research methods and sources; real estate, collection, tax, land use, commercial, employment law, and bankruptcy law.

Ability to: Apply legal principles to practical situations and exercise sound legal judgment; develop and maintain effective working relationships with investigators, attorneys, obligees, associates 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 (3) days of original appointment as a condition of employment in compliance with Immigration Reform and Control Act requirements.

Completes satisfactory background check and drug testing.

LICENSURE AND CERTIFICATION REQUIREMENTS

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

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.

MANAGEMENT APPROVAL

Prosecuting Attorney

____/____/____
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 polices adopted by the Warren County Prosecuting Attorney.

Employee

____/____/____
Date