



Michael C. O'Malley
Cuyahoga County Prosecutor

JOB POSTING

Job Title:	Assistant Prosecuting Attorney	Salary:	Commensurate with experience
Department:	Civil Division	Reports to:	Division Chief/Unit Supervisor
Location:	The Justice Center, 8 th floor 1200 Ontario Street Cleveland, Ohio 44113	Hours:	8:30 AM – 4:30 PM Monday - Friday <i>(variable shift/hours may apply)</i>

MINIMUM REQUIREMENTS: *Juris Doctor*, licensed and in good standing to practice law in the State of Ohio. Preferred candidates will have a minimum of five (5) years of experience handling civil matters, and substantial experience handling litigation.

FUNCTION: Civil Assistant Prosecutors represent Cuyahoga County boards, commissions, officials, officers, and employees in civil matters, including but not limited to litigation and transactional matters. Preparing for and conducting civil trials in state and federal court are essential duties for this position.

RESPONSIBILITIES:

- Represent and advise the County, its elected officials and various departments, agencies, boards and commissions of Cuyahoga County;
- Handle select civil litigation in actions for alleged civil rights violations; civil tort actions; contract disputes; and labor and employment matters;
- Provide legal advice to County officials, boards and commissions on all legal matters affecting county government, including general legal compliance, labor and employment matters, land acquisition and sales, contract negotiation;
- Represent county officials, county agencies, and county employees in specialized litigation;
- Advise and represent boards of township trustees on wide variety of matters, including land use and zoning matters; and
- Perform all other duties assigned, delegated or required of the Assistant Prosecuting Attorney as well as those prescribed by law.

EXPERIENCE AND SKILLS:

- Must be licensed to practice in state and federal courts in Ohio.
- Must be available to meet and work outside the normal working hours for trial preparation.
- Preferred experience in representing local governments in litigation in state and federal court.
- Preferred five (5) years of experience in handling transactional matters.
- Must possess excellent research and writing skills and requisite understanding of relevant law and regulations.

- Must be experienced in and able to draft motions pretrial motions, including motions for summary judgment in cases involving Ohio's Political Subdivision Tort Liability Act (Chapter 2747 of the Ohio Revised Code) and federal civil rights and employment actions.
- Must possess qualities of fairness, a strong work ethic, have the highest integrity; and must also maintain the confidentiality of law enforcement and investigatory records and other confidential information;
- Conduct business in accordance with federal statutes and guidelines, the Ohio Revised Code, and the Ohio Administrative Code.

APPLICATION PROCEDURE: Upload a letter of interest including your e-mail address, resume, and three professional references **via the online application process at:**
<http://prosecutor.applicantstack.com/x/openings>

All materials must arrive no later than 4:00 p.m. on October 15, 2018

Reasonable accommodation is available to all employees and applicants. If you have a disability that needs to be accommodated, please contact the Human Resources Department.

Equal Opportunity Employer; Smoke-free and Drug-free Workplace
Visit our website: <http://prosecutor.cuyahogacounty.us/>

Posted: 10/1/2018