



Timothy J. McGinty
Cuyahoga County Prosecutor
Job Posting

Job Title: First Assistant Prosecuting Attorney
Criminal Division

Salary: Commensurate with Experience

Reports To: Prosecutor

Serves as First Assistant Prosecuting Attorney, supervises all criminal litigation and employees in the Criminal Division; Acts in the absence of the County Prosecutor; Serves as chief legal advisor to the County Prosecutor on all substantive matters relating to the Criminal Division; Manages and directs all criminal litigation in which Cuyahoga County has an interest; Manages the ongoing operation of the Criminal Division by supervising the litigation units, which includes the Investigative, Grand Jury, Major Trial, General Felony, Public Corruption, Major Drug, Early Case Management, and Appellate Units; Identifies and resolves problems and needs within and among all criminal units; Communicates to the Criminal Division the goals and objectives of the County Prosecutor; Provides continuous analysis of the Criminal Division to determine if changes, adjustments or improvements are needed in order to meet the goals of the County Prosecutor.

EXPERIENCE AND SKILLS

- Significant experience as a prosecutor in all aspects of felony litigation;
- Significant experience in public sector law;
- Must possess excellent research and writing skills; requisite understanding of relevant constitutional law and criminal procedures;
- Must possess qualities of fairness, a strong work ethic, have the highest integrity; and must maintain the confidentiality of law enforcement and investigatory records and other confidential information;
- Must be able to conduct business in accordance with federal statutes and guidelines, the Ohio Revised Code, and the Ohio Administrative Code.

MINIMUM EDUCATION:

Juris Doctorate; licensed and in good standing to practice law in the State of Ohio;

APPLICATION PROCEDURE:

Upload a letter of interest including your e-mail address, resume, writing sample and three professional references via the online application process.

Click here to view and apply to available Prosecutor's Office Postings:

<http://prosecutor.applicantstack.com/x/openings>

Direct any further questions about the application procedure to:

Beverly Dean

Human Resources Manager

E-mail: bdean@prosecutor.cuyahogacounty.us

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. This position is non-exempt from the Fair Labor Standards Act of 1938, as amended relative to overtime compensation.

Equal Opportunity Employer; Smoke-free and Drug-free Workplace