

# SANDUSKY COUNTY

An Equal Opportunity Employer

## POSITION DESCRIPTION

**Agency:** Prosecutors Office      **Unit:** Judicial Service  
**Name:**      **Position Title:**  
**Class Title:** Staff Attorney      **Class Number:**

**Dept./Div.:** Prosecutors Office      **Civil Service Status:** Unclassified  
**Reports To:** Prosecutor      **Employment Status:** Full-time  
**Pay:**      **FLSA Status:** Exempt

**QUALIFICATIONS:** An example of acceptable qualifications:

Must be an Ohio licensed and practicing attorney in good standing with the ability to work well with law enforcement, attorneys and the general public. Multi-tasking, strong case management skills and computer skills are mandatory. Prior experience in criminal practice preferred.

**LICENSURE OR CERTIFICATION REQUIREMENTS:**

Must possess a Juris Doctorate and be a lawyer in good standing with the Ohio Supreme Court. Must pass a criminal background check through Ohio BCI and the FBI. Must possess a valid Ohio driver's license, must be able to drive self to and from court and other locations on a daily basis, and must maintain insurability under the county's vehicle insurance policy.

**EQUIPMENT OPERATED:** The following are examples only and are not intended to be all-inclusive.

Computer, office copier, typewriter, fax machine, passenger vehicle.

**INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:** For purposes of ORC 4167.

Occasional - Contact with potentially violent or emotionally distraught persons.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The Essential Functions of the position identified on subsequent pages are for purposes of 42 USC 12101. My signature below signifies that I have reviewed and understand the contents of my position description and I can perform all the essential functions of this position description.

\_\_\_\_\_  
(Approval of Appointing Authority)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Employee Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Employee Printed Name)

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## POSITION DESCRIPTION

<b>Agency:</b> Prosecutors Office	<b>Unit:</b> Judicial Service
<b>Name:</b>	<b>Position Title:</b>
<b>Class Title:</b> Staff Attorney	<b>Class Number:</b>
<b>Supervisor's Title:</b> County Prosecutor	<b>Number:</b>

### JOB DESCRIPTION AND WORKER CHARACTERISTICS:

#### JOB DUTIES: In order of importance

#### ESSENTIAL FUNCTIONS OF THE POSITION: (\* indicates developed after employment)

80% (1) Under the direction of the County Prosecutor or her designee, this position is primarily responsible for performing professional legal work in preparing for prosecution and disposing of cases in the Sandusky County Courts, Juvenile Court and Common Pleas Court. Individual caseloads will be assigned based on current staffing levels. This position has a high degree of autonomy and must demonstrate an ability to work directly with law enforcement, courts, and administration. The successful candidate must possess impeccable organizational skills. This position may be on-call outside of normal working hours and is expected to assist law enforcement personnel, as needed, at any time of any day.

(1) <b>Knowledge of:</b>	(a); (b); (c); (d); (e).
<b>Skill in:</b>	(f); (g); (h).
<b>Ability to:</b>	(i); (j); (k); (l); (m); (n); (o).

20% (2) Makes charging decisions following review and evaluation of police reports. Remain current on trends and techniques in successful prosecution. Independently conduct trials and pretrial hearings. Interviews witnesses, victims, and law enforcement officers, and presents arguments in court. Must demonstrate professionalism in conferring with counsel for defense and witnesses. Performs legal research and drafts written motions, pleadings, arguments, and other memoranda.

(2) <b>Knowledge of:</b>	(a); (b); (c); (d); (e).
<b>Skill in:</b>	(f); (g); (h).
<b>Ability to:</b>	(i); (j); (k); (l); (m); (n); (o).

### OTHER DUTIES AND RESPONSIBILITIES:

Performs other duties as assigned by Prosecutor.

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**Class Title:** Staff Attorney

**Class Number:**

**MINIMUM ACCEPTABLE CHARACTERISTICS:** (\* indicates developed after employment)

**Knowledge of:** (a) criminal investigation and law enforcement or investigative methods, practices and procedures; (b) agency policies and procedures; (c) safety practices and procedures; (d) case preparation techniques; (e) rules of evidence;

**Skill in:** (f) computer operation; (g) typing; (h) motor vehicle operation

**Ability to:** (i) maintain accurate documentation; (j) communicate effectively; (k) maintain confidential and sensitive information; (l) establish facts and draw valid conclusions; (m) use proper research methods in gathering data; (n) gather data, people or things; (o) handle sensitive inquiries from, and contacts with, officials and general public.