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
QUALIFICA	TIONS: An example of accept	table qualifications:
with law enfo	rcement, attorneys and the	attorney in good standing with the ability to work well general public. Multi-tasking, strong case management Prior experience in criminal proceedings a plus.
LICENSURE	E OR CERTIFICATION F	REQUIREMENTS:
Valid Ohio Da	rivers License with an accep	table driving record.
EQUIPMEN	T OPERATED: The following	ng are examples only and are not intended to be all-inclusive.
Computer off	ice copier, typewriter, fax m	aachina, passangar vahiola
Computer, on	rec copier, typewriter, rax in	acinie, passenger vemele.
	LY HAZARDOUS OR PH	YSICALLY DEMANDING WORKING
Occasional -	Contact with potentially v	riolent or emotionally distraught persons.
be performed be pages are for pu	y the position incumbent. The urposes of 42 USC 12101. My	or implies that these are the only duties and responsibilities to Essential Functions of the position identified on subsequent signature below signifies that I have reviewed and understand can perform all the essential functions of this position
(Approval of App	pointing Authority)	(Date)
(Employee Signat	ture)	(Date)

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(Employee Printed Name)

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POSITION DESCRIPTION

Agency: Prosecutors Office Unit: Judicial Service

Name: Position Title: Class Title: Staff Attorney Class Number:

Supervisor's Title: County Prosecutor **Number:**

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, this position is primarily responsible for performing professional legal work in preparing and prosecuting cases in the Sandusky County Courts and Common Pleas Court. This position has a high degree of autonomy and works directly with multiple agencies including law enforcement, courts, and administration. This position is on-call 24-hours/day (at times) and is expected to assist law enforcement personnel, as needed, at any time of any day.

(1) **Knowledge of:** (a); (b); (c); (d); (e).

Skill in: (f); (g); (h).

Ability to: (i); (j); (k); (l); (m); (n); (o).

20% (2) Makes charging decisions following review and evaluation of police reports in light of applicable law. Conducts trials and pretrial hearings, with or without assistance. Prepares cases for trial and negotiates plea agreements. Interviews witnesses, victims, attorneys and law enforcement officers, and presents arguments in court. Appears against accused in court of law and presents evidence before a judge or jury. Confers with defense attorneys and/or witnesses in disputed cases and negotiates plea agreements when it is appropriate to do so. Prepares written motions, pleadings, arguments, and other memoranda. Reviews cases for negotiations, witnesses and discovery. Reviews legal documents in preparing cases for trial. Participates in ongoing legal education to remain up-to-date on criminal and civil law.

(2) **Knowledge of:** (a); (b); (c); (d); (e).

Skill in: (f); (g); (h).

Ability to: (i); (j); (k); (l); (m); (n); (o).

OTHER DUTIES AND RESPONSIBILITIES:

Performs other duties as assigned by Prosecutor.

Agency: Prosecutors Office Unit: Judicial Service

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POSITION DESCRIPTION

Name: Position Title: 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.

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