

Part-time Prosecutor

The City of Newton Falls is accepting resumes for part-time Prosecutor. Applicants must have Juris Doctorate; licensed and in good standing to practice law in the State of Ohio. Assistant Prosecutor shall work under the direction of the Newton Falls Law Director and represent the State of Ohio in criminal matters and practice before the Newton Falls Municipal Court.

RESPONSIBILITIES:

- Prepare charging instruments;
- Make contact with victims, witnesses and police officers for trial preparation;
- Participate in pretrial conferences with defense counsel and at times the Court;
- Respond to defense motions for discovery;
- Engage in pretrial motion practice, advocating the State's position through written motions and responses;
- Participate in bind over hearings, suppression hearings, and other types of hearings dealing with legal and evidentiary issues;
- Prepare and litigate the State's case before a judge or jury;
- Attend and participate in dispositional hearings;
- Responds to requests for expungements, and motions for judicial release;
- Prepare and write the State's brief in the District Court of Appeals and if need be, the Ohio Supreme Court;
- Performs miscellaneous duties as assigned.

EXPERIENCE AND SKILLS

- Must have knowledge of computers and computer operating systems;
- Must possess excellent research and writing skills; requisite understanding of relevant legal issues;
- Must be available to meet and work outside the normal working hours for trial preparation, to advise law enforcement; and charge cases;
- Must be able to perform all other duties assigned, delegated or required of the Assistant Prosecuting Attorney as well as those prescribed by law;
- 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;
- Must be able to 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: cityclerk@newtonfallsoh.gov