

**Pickaway County Prosecutor's Office Seeks Licensed Attorney for
Juvenile Assistant Prosecutor Position**

Job Title:	Assistant Prosecutor – Juvenile Division
Full-Time Position:	Unclassified, Exempt
Department:	Pickaway County Prosecutor's Office
Requirements:	Juris Doctor (JD) with license (in good standing) to practice law
Reports to:	Prosecuting Attorney, or designee
Starting Salary:	\$75,000 to \$85,000 (Commensurate with qualifications and experience)
Benefits:	Health, dental, and vision insurance; vacation, sick leave, office-paid CLE, and OPERS retirement

Our office is seeking a licensed attorney whose main responsibilities will be to handle the Juvenile Court docket, consisting of Felony and Misdemeanor cases, through conclusion. This includes all appeals and bind over proceedings. The candidate must work with law enforcement agencies to guide them through legal matters, be flexible and work with the court schedule and communicate with the Courts, Administration, Victims, and the Victim Advocates. The candidate must have the ability to handle a full caseload. While the Prosecutor and other colleagues are open for consultation and questions, in most cases, the successful candidate will get to make decisions about how to proceed without permission from a higher-up. The candidate will participate with Community programs in the local schools including truancy court.

This job description is not intended to be inclusive and may change with the day-to-day needs of the office including, but not limited to, possible felony adult and appellate work. It is not a contract of employment, express or implied. Job responsibilities may include other responsibilities as assigned by the immediate supervisor, Department Head or Elected Official. Everybody in the office is expected to aid each other and provide coverage for vacation and sick leave of other employees. We will work as a team to meet necessary deadlines.

Letters of interest and resumés may be sent via email, mail, or fax to:

Jayne Hartley Fountain
Pickaway County Prosecutor
P.O. Box 910
Circleville, OH 43113
(740) 474-6066 - phone
(740) 477-7475 – fax
jfountain@pickawaycountyohio.gov

If you are contacted for an interview, you may be asked to send a writing sample and/or references.