



Michael C. O'Malley
Cuyahoga County Prosecutor

JOB POSTING

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| Job Title: | Assistant Prosecuting Attorney | Salary: | \$96,950 |
| Department: | Civil Division | Reports to: | Division Chief/Unit Supervisor |
| Location: | The Justice Center, 8 th floor 1200 Ontario Street Cleveland, Ohio 44113 | Hours: | 8:30 AM – 4:30 PM Monday - Friday (<i>variable shift/hours may apply</i>) |

REQUIREMENTS:

Juris Doctorate; licensed and in good standing to practice law in the State of Ohio. Preferred candidates will have a minimum of three (3) years of experience handling civil matters.

Must provide proof of completed COVID-19 vaccination

FUNCTION and RESPONSIBILITIES:

Civil Litigation. Civil Assistant Prosecutors represent Cuyahoga County, as well as its elected officials, boards, commissions, officers, and employees in all civil matters in both state and federal court, with special emphasis on the defense of Civil Rights litigation (Section 1983 lawsuits); employment and disability discrimination litigation (Title VII and ADA claims) as well as all types of civil tort actions.

EXPERIENCE AND SKILLS:

- Must be available to meet and work outside the normal working hours for trial preparation.
- Preferred experience would include litigating cases on behalf of local governments in state and federal court. Must be licensed to practice in both federal and state courts.
- Must possess excellent research and writing skills and requisite understanding of relevant law and regulations.
- 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.

APPLICATION PROCEDURE: Upload a letter of interest including your e-mail address, resume, and three professional references **via the online application process at:**

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

OPEN UNTIL FILLED

All submissions of applications, resumes, and/or supporting documentation received by the Cuyahoga County Prosecutor's Office are considered public record and may be released upon the public's request

ALL JOB OFFERS ARE MADE WITH THE UNDERSTANDING THAT PROSPECTIVE EMPLOYEES PASS A DRUG TEST AND A CRIMINAL BACKGROUND INVESTIGATION PRIOR TO BEING HIRED.

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.

Equal Opportunity Employer; Smoke-free and Drug-free Workplace
Visit our website: <http://prosecutor.cuyahogacounty.us/>