



Michael C. O'Malley
Cuyahoga County Prosecutor
JOB POSTING

Job Title: Assistant Prosecuting Attorney **Division:** Grand Jury
Reports To: Unit Supervisor/Criminal Chief **Salary:** \$76,750

Location: The Justice Center **Hours:** 8:30 AM – 4:30 PM
1200 Ontario Street, 9th floor Monday - Friday
Cleveland, Ohio 44113 (*variable shift/hours may apply*)

MINIMUM REQUIREMENTS:

Juris Doctorate; licensed and in good standing to practice law in the State of Ohio; Must have a minimum of three (3) years of experience in litigation of felony cases.

Proficiency in computer skills including Microsoft Windows and other Microsoft products (Word/Excel).

Proof of completed COVID-19 vaccination

FUNCTION:

Assistant Prosecutors represent the State of Ohio in criminal matters regarding Grand Jury, Arraignments, and first appearances. Assistant Prosecutors practice before the Cuyahoga Common Pleas Court and, for purposes of first appearances, the Cleveland Municipal Court.

RESPONSIBILITIES AND ABILITIES:

- Consult with police officers and municipal prosecutors to review cases and make or assist in rulings on charges.
- Complete risk assessments for offenders for purposes of bond recommendations and dispositional decisions, based on facts of case and criminal history, among other factors.
- Prepare for and appear before judges of the Cuyahoga County Common Pleas Court for defendants' arraignments and initial appearances to advocate that appropriate bonds are set.
- Prepare for and participate in temporary protection order hearings.
- Prepare and cause the filing of temporary protection orders in appropriate cases.
- Communicate with inter and intra office personnel concerning needed action on new felony cases, including providing case information to Intake personnel.
- Coordinate with Public Information Officer concerning cases of public import.
- Participate in voir dire of grand jury panels.
- Review cases and prepare proposed charges for presentation to grand jury.
- Subpoena necessary witnesses to appear and testify before the grand jury.
- Present cases to grand jury for consideration of felony and related misdemeanor charges.
- Educate grand jurors on applicable criminal codes and case law.

- Coordinate with grand jury foreperson on the signing and filing of indictments following true bills.
- Consult with Supervisor on cases where felony charges are inappropriate or following a No Bill by the grand jury.
- Prepare and coordinate signing and filing of Warrants on Indictment in appropriate cases.
- Appear occasionally before judges of the Cleveland Municipal Court for defendants' initial appearances to advocate for appropriate bonds and assess whether cases are appropriate for bindover as felony cases or appropriate for retention as a misdemeanor and/or drug court.

EXPERIENCE AND SKILLS:

- Must be available to meet and work outside the normal working hours, including designated Saturday mornings;
- Must be available to attend community events as necessary;
- Must possess excellent research and writing skills; requisite understanding of relevant constitutional law and criminal procedure;
- Must possess the ability to use word processing and computer technology;
- Performs 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;
- Conducts 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:**

<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/>

Posted: 7/18/2022