



Michael C. O'Malley
Cuyahoga County Prosecutor

JOB POSTING

Job title: Assistant Prosecuting Attorney

Salary: \$64,220

Department: CSEA – Prosecutor's Office
The Juvenile Justice Center
9300 Quincy Avenue – 4th floor

Reports to: Unit Supervisor
Hours: 8:30 am - 4:30 pm
Monday – Friday
(variable hours may apply)

REQUIREMENTS:

Juris Doctorate; licensed and in good standing to practice law in the State of Ohio; successful completion of probationary period.

Proof of completed COVID-19 vaccination

Preferred Requirement: Active Notary Public or must obtain credentials within two (2) months of placement with the Division of CSEA.

FUNCTION:

Assistant Prosecutors in the Child Support Unit represent the local child support enforcement agency in civil matters involving paternity, child support establishment, and modification and enforcement before the Cuyahoga Common Pleas Court, Divisions of Domestic Relations and Juvenile, and Courts of Appeals.

RESPONSIBILITIES:

- Provide legal advice to and legal representation of the county's Office of Child Support Services (OCSS), its support officers, supervisors and management staff involving child support establishment, enforcement matters and related issues;
- Provide the OCSS with written legal opinions on court entries and legal issues;
- Review documents and draft pleadings, motions and other documents on behalf of the OCSS in relation to the establishment of paternity and child support, the enforcement of child support orders and miscellaneous related issues and court filings;
- Prepare and advocate the OCSS's position in pretrial motions, conferences and briefs;
- Participate in various types of hearings dealing with both evidentiary and legal issues;
- Prepare for and respond to defense motions and demands for discovery;
- Prepare and advocate the OCSS' position and philosophy, including litigating the OCSS' cases before a judge or magistrate;
- Prepare for and participate in contempt actions and purge reviews with pro se' litigants, including obligors, obligees, and legal counsel for the parties;



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- Prepare for and participate in arraignments of arrestees in connection with child support warrants;
- Possess knowledge and have experience with civil discovery practice;
- Possess knowledge of federal and state regulations affecting child support collection and compliance issues;
- Handles administrative tasks, such as leave requests and submission of time sheets;
- Prepare and argue the OCSS' brief in the Eighth District Court of Appeals and, when needed, the Ohio Supreme Court.
- Performs all other duties assigned, delegated or required of the Assistant Prosecuting Attorney as well as those prescribed by law;

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 related to family support matters;
- Must have the ability to effectively interact with an agency client, and its staff, as well as other outside agencies; Office co-workers and support staff;
- Must possess qualities of fairness, a strong work ethic, have the highest integrity;
- Must 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: <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/>



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