

NOTICE OF VACANCIES IN THE MONTGOMERY COUNTY PROSECUTOR'S OFFICE

The Montgomery County Prosecuting Attorney is accepting applications for the position of Assistant Prosecuting Attorney. This office has an established tradition of pursuing justice, fostering public safety, providing exceptional assistance to victims of crime, and innovative programs. Positions are currently available in the following divisions:

Criminal Division. This Division is responsible for handling felony cases committed by adults in Montgomery County; our office offers a Diversion program to non-violent first offenders, other forms of rehabilitation are pursued for other non-violent offenders, while more serious consequences are advocated for violent offenders to protect our community and hold offenders accountable based on the particular crime committed. Experienced attorneys with significant litigation experience may apply to be assigned directly to this Division.

Juvenile Division. This Division seeks to protect the community by holding juveniles who commit crimes accountable and advocating for rehabilitation when appropriate. The Division also includes a Child Protection Unit (CPU) that seeks to improve and protect the lives of children who have been abused or neglected, and allows attorneys to gain extensive courtroom experience. While most assistant prosecutors start in the juvenile division before rotating to the criminal division, applications from individuals interested in working long term in the CPU division will also be considered.

Civil Division. This Division acts as the County's law firm and is the legal advisor to county boards, agencies, elected offices and townships. The cases handled include complex business law issues, civil rights violations, personal injury claims, real property acquisitions, personnel and labor/employment issues, and public record requests.

Appellate Division. This Division is responsible for preparing and arguing all appeals of criminal and civil cases in which Montgomery County is a party. Attorneys in this division spend extensive time doing legal research, preparing written briefs, and arguing the cases before the Court of Appeals, Federal Courts, and the Ohio Supreme Court.

We are seeking candidates who are self-starters, intellectually curious, excited to work in a collaborative environment to shape the future of our office, and improve our community. Candidates should possess strong writing and oral communication skills, and be a member of the Ohio Bar or planning to take the Uniform Bar Exam in 2024. Positions are full time; no private practice is allowed. Up-to-date COVID vaccines are required. Intern positions are also available.

Compensation is commensurate with experience, the minimum starting salary for a licensed attorney is \$75,000.00. The starting salary for a law graduate before bar passage is \$55,000.00. Full county benefits include participation in the Ohio Public Employees Retirement System (OPERS); access to deferred compensation programs; health insurance with an HSA match, dental and vision insurance, wellness program, life insurance, paid vacation/sick/holiday leave, and access to short-term disability and employee assistance programs. More information about benefits can be found on the Montgomery County Benefits website: www.mcbenefits.org.

Additionally, the Montgomery County Prosecutor provides employees with six weeks of paid parental leave (concurrent with available twelve weeks of leave under FMLA, if eligible) in addition to sick and vacation leave, plus the possibility of working one day per week remotely. Assistant prosecutors may be eligible for Public Service Loan Forgiveness (PSLF).

Candidates should send or e-mail a resume, list of three professional references, and a cover letter expressing their interest, including which division(s) they are interested in, to Ms. Debra B. Armanini, who may be contacted with any questions:

Ms. Debra B. Armanini
First Assistant Prosecuting Attorney
Montgomery County Prosecutor's Office
301 West Third Street, P.O. Box 972
Dayton, OH 45422

(937)225-5751
armaninid@mcoho.org

The Montgomery County Prosecutor's Office is an Equal Opportunity Employer

**NOTICE OF VACANCIES IN THE
MONTGOMERY COUNTY PROSECUTOR'S OFFICE**

The Montgomery County Prosecuting Attorney is accepting applications for the position of **Part-Time Assistant Prosecuting Attorney**. This office has an established tradition of pursuing justice, fostering public safety, providing exceptional assistance to victims of crime, and innovative programs. A position is currently available in the following division:

MONTGOMERY COUNTY MUNICIPAL COURT – WESTERN DIVISION

JOB RESPONSIBILITY

Responsible for handling misdemeanor and traffic cases filed in that Court by the Montgomery County Sheriff's Office, the Ohio State Patrol, the Animal Resource Center, the Humane Society; and the Clay Township, Jackson Township, and Perry Township Police Departments. This position is supervised by the Criminal Division Chief of the Montgomery County Prosecutor's Office.

ILLUSTRATIVE DUTIES:

Review complaints filed and handle court appearances on behalf of the State of Ohio;

Make needed contacts with victims, witnesses and law enforcement;

Court appearances generally on Monday. Additional times needed for pretrials and court preparation.

We are seeking candidates who are self-starters, who are able to work independently, and are interested in improving our community. Candidates should possess strong writing and oral communication skills, and be a member of the Ohio Bar.

Compensation is commensurate with experience. This position is part time, working approximately 20 hours per week (give or take), with benefits available including Ohio Public Employees Retirement System (OPERS) and deferred compensation programs. More information about benefits can be found on the Montgomery County Benefits website: www.mcbenefits.org. Additionally, Assistant prosecutors may be eligible for Public Service Loan Forgiveness (PSLF). Up-to-date COVID vaccines are required.

Candidates should send or e-mail a resume, list of three professional references, and a cover letter expressing their interest to Ms. Debra B. Armanini, who may be contacted with any questions, by September 30, 2024:

Ms. Debra B. Armanini
First Assistant Prosecuting Attorney
Montgomery County Prosecutor's Office
301 West Third Street, P.O. Box 972
Dayton, OH 45422

(937)225-5751
armaninid@mcohio.org

The Montgomery County Prosecutor's Office is an Equal Opportunity Employer

**VACANCY IN THE MONTGOMERY
COUNTY PROSECUTING ATTORNEY'S OFFICE**

The Montgomery County Prosecuting Attorney will accept resumes for the position of Paralegal for the Civil Division. This is a full time, classified position. Minimum starting salary is \$50,000.00 with full benefits including OPERS.

Applicants should mail, e-mail or fax cover letter and resume with references to:

Ms. Karen Clift
Personnel, Payroll & Benefits Officer
Montgomery County Prosecutor's Office
301 West Third Street, P.O. Box 972
Dayton, OH 45422
Fax (937) 496-3129
cliftk@mcohio.org

Paralegal (see attached job description)

Minimum starting salary is \$50,000.00.

Full county benefits include participation in the Ohio Public Employees Retirement System (OPERS); access to deferred compensation programs; health insurance with an HSA match, dental and vision insurance, wellness program, life insurance, paid vacation/sick/holiday leave, and access to short-term disability and employee assistance programs. More information about benefits can be found on the Montgomery County Benefits website: www.mcbenefits.org.

Additionally, the Montgomery County Prosecutor provides employees with six weeks of paid parental leave (concurrent with available twelve weeks of leave under FMLA, if eligible) in addition to sick and vacation leave, plus the possibility of working one day per week remotely. Staff may also be eligible for Public Service Loan Forgiveness (PSLF).

PARALEGAL

JOB RESPONSIBILITY

Responsible for assisting the Assistant Prosecuting Attorneys assigned to the Montgomery County Prosecuting Attorney's Civil Division in the day-to-day management of civil litigation matters in State and Federal Courts. Applicant must be organized, professional, detail oriented, and have strong communication skills.

ILLUSTRATIVE DUTIES:

Organize new litigation matters, setting up and maintaining files;

Organize and docket voluminous discovery requests and responses;

Arrange phone conferences as necessary;

Prepare letters, draft complaints and other pleadings and motions with strict compliance to deadlines;

Perform various clerical tasks as needed;

Communicate and interact with judges, bailiffs, attorneys and witnesses, as well as other court personnel;

Arrange deposition dates, times and locations;

Calendar events and keep track of deadlines;

Research case law and statutes on Westlaw;

Perform any other duties assigned by the Prosecuting Attorney or his Assistant Prosecuting Attorneys.

NECESSARY SKILLS, KNOWLEDGE AND ABILITIES

Possess a working knowledge of legal office practices and procedures; office equipment; proficiency with Microsoft Word, word processing/typing, and Microsoft Excel; legal terminology and general understanding of court procedures. Possess the ability to compose letters and routine legal pleadings; general knowledge of legal matters, applications, procedures, pleadings and practice pertaining to the general practice of law; ability to gather, analyze and classify data; work in a team environment with other support staff, attorneys and supervisor; and have effective oral and written communication skills.

QUALIFICATIONS DESIRABLE FOR EMPLOYMENT

Bachelor's Degree, or Associates Degree in Paralegal Studies from an institution accredited by the American Bar Association, or extensive on the job paralegal training in the field of civil litigation.

**VACANCY IN THE MONTGOMERY
COUNTY PROSECUTING ATTORNEY'S OFFICE**

The Montgomery County Prosecuting Attorney will accept resumes for the position of Paralegal for the Juvenile Division. This is a full time, classified position. Minimum starting salary is \$50,000.00 with full benefits including OPERS.

Applicants should mail, e-mail or fax cover letter and resume with references to:

Ms. Karen Clift
Personnel, Payroll & Benefits Officer
Montgomery County Prosecutor's Office
301 West Third Street, P.O. Box 972
Dayton, OH 45422
Fax (937) 496-3129
cliftk@mcoho.org

Paralegal (see attached job description)

Minimum starting salary is \$50,000.00.

Full county benefits include participation in the Ohio Public Employees Retirement System (OPERS); access to deferred compensation programs; health insurance with an HSA match, dental and vision insurance, wellness program, life insurance, paid vacation/sick/holiday leave, and access to short-term disability and employee assistance programs. More information about benefits can be found on the Montgomery County Benefits website: www.mcbenefits.org.

Additionally, the Montgomery County Prosecutor provides employees with six weeks of paid parental leave (concurrent with available twelve weeks of leave under FMLA, if eligible) in addition to sick and vacation leave, plus the possibility of working one day per week remotely. Staff may also be eligible for Public Service Loan Forgiveness (PSLF).

PARALEGAL

JOB RESPONSIBILITY

Responsible for assisting the Assistant Prosecuting Attorneys assigned to the Montgomery County Prosecuting Attorney's Juvenile Division in the day-to-day processing of delinquency cases against juveniles and misdemeanor cases of abuse or neglect against caregivers handed by the Juvenile Court. Applicant must be organized, professional, detail oriented, and have strong communication skills.

ILLUSTRATIVE DUTIES:

Draft complaints and other pleadings and motions with strict compliance to deadlines;

Ensure service has been perfected on pending cases;

Organize and docket discovery requests and responses;

Perform various clerical tasks as needed;

Calendar events and keep track of deadlines;

Research case law and statutes on Lexis;

Perform any other duties assigned by the Prosecuting Attorney or his Assistant Prosecuting Attorneys.

NECESSARY SKILLS, KNOWLEDGE AND ABILITIES

Possess a working knowledge of legal office practices and procedures; office equipment; proficiency with Microsoft Word, word processing/typing, and Microsoft Excel; legal terminology and general understanding of court procedures. Possess the ability to compose letters and routine legal pleadings; general knowledge of legal matters, applications, procedures, pleadings and practice pertaining to the general practice of law; ability to gather, analyze and classify data; work in a team environment with other support staff, attorneys and supervisor; and have effective oral and written communication skills.

QUALIFICATIONS DESIRABLE FOR EMPLOYMENT

Bachelor's Degree, or Associates Degree in Paralegal Studies from an institution accredited by the American Bar Association, or extensive on the job paralegal training in the field, or a law degree.