

CITY OF GROVEPORT

An Equal Opportunity Employer

Page 1 of 2

POSITION DESCRIPTION

Employee Name:		Position Title:	Assistant Prosecutor
Class Number:		Class Title:	Assistant Prosecutor
Dept./Div.:	Law	Employment Status:	Part-Time
Reports to:	Law Director	FLSA Status; Pay:	Noncovered
Normal Hours:	Up to 12 hours per week	EEO Status:	02 – Professional
DOT (closest applicable number): 110.107-010			

QUALIFICATIONS:

Must be admitted to the practice of law in the State of Ohio.

Two to three years of legal experience in a government setting is highly desired. Experience in prosecuting misdemeanor offenses is also highly desired. Good research and writing skills are required.

Any combination of education, training and experience, which provides the required advanced knowledge, skills and abilities to perform the essential functions of the job.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must meet all requirements for maintaining license to practice law in the State of Ohio.

Possession of a valid State of Ohio Driver's license with an acceptable driving record and maintain insurability under the Municipality's vehicle insurance policy.

EQUIPMENT OPERATED:

Automobile, cellular phone, personal computer, computer software, printer, copy machine, fax machine, and other standard business office equipment.

ESSENTIAL FUNCTIONS OF THE JOB:

The Assistant Prosecutor is responsible for assisting in prosecuting misdemeanor criminal and traffic cases in the Franklin County Municipal Court and Groveport Mayor's Court; representation of the Bureau of Motor Vehicles of certain cases in the Franklin County Municipal Court; and representation of the City for the appeals of certain cases which may arise before the Franklin County Court of Appeals

OTHER DUTIES AND RESPONSIBILITIES:

Performs other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of spelling, grammar, English usage and legal terms.

Considerable knowledge of the Groveport Criminal and Traffic Codified Ordinances, Ohio Revised Code Criminal and Traffic Statutes, Rules of Court, Criminal Procedure and Evidentiary Rules.

General knowledge of research on Westlaw and other on-line resources.

Ability to follow instructions with minimal supervision.

Ability to self-monitor one's own work and produce high-quality work products.

Ability to make good decisions and handle difficult situations.

Ability to translate legal terms and documents so they are understood by others.

Ability to deal with a wide range of subjects simultaneously and use time productively.

Ability to analyze facts and problem-solve on a daily basis.

Date Adopted:

Date Revised:

{11/9/2023}

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PHYSICAL REQUIREMENTS:

Must be physically able to operate a motor vehicle. Must be physically capable of sitting, standing, reaching, twisting, bending, walking, lifting and kneeling in order to perform the essential job functions. Must maintain visual acuity and hearing necessary to perform job functions. Ability to occasionally lift and/or move up to 30 pounds. Must be physically capable of successfully performing the essential job functions of the job classification with or without reasonable accommodation, and be free of medical conditions that would preclude one from successfully performing said functions or that would pose a direct threat to the health or safety of oneself or others.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered sedentary work.

OTHER REQUIREMENTS:

A background free of prior felony convictions.

Regular and punctual attendance is regarded as an essential requirement of this classification.

Be compliant with training directives established by supervisory and management personnel.

Adherence to all applicable Federal and State safety laws, rules, and regulations and City safety policies and procedures.

POSITIONS DIRECTLY SUPERVISED:

None

(Signature of Municipality Representative)

(Date)

(Signature of Employee)

(Date)

Date Adopted:

Date Revised:

{11/9/2023}