



JOB DESCRIPTION

Position: Full-time Assistant Director of Law
Department: Department of Law
Date: 11-2-2023

Classification: _____
Location: _____

GENERAL PURPOSE

The Assistant Director of Law is the City Prosecuting Attorney in charge of all misdemeanor cases that occur in Seneca County except those arising in Loudon and Jackson Townships. The Assistant Law Director is a key member of the City organization. This person is responsible for providing legal advice and reviewing of cases for all law enforcement agencies including the Ohio State Patrol, Seneca County Sheriff's Department, Humane Officers, Ohio Department of Natural Resources, Ohio Department of Liquor Control, Ohio Department of Agriculture, Ohio Investigative Unit, various Police Departments including Tiffin, Attica, Republic, New Riegel, Bloomville, Bettsville, Green Springs. This person is also responsible for advising and various City Departments in all aspects of municipal law with an emphasis on criminal and code enforcement matters.

The Official Comment to Rule 3.8 of the Ohio Rules of Professional Conduct states that a prosecutor is a minister of justice and not simply an advocate that guilt is decided upon the basis of sufficient evidence. A prosecutor's duty is to seek justice as representative of the State of Ohio and not merely convict. A prosecutor makes decisions normally made by an individual client, and those affecting the public interest should be fair to all. A prosecutor shall not pursue a charge not supported by probable cause.

SUPERVISION RECEIVED:

Director of Law

ESSENTIAL DUTIES AND RESPONSIBILITIES

The major responsibilities of Assistant Director of Law include; prosecution of criminal matters which fall within the jurisdiction of the Tiffin-Fostoria Municipal Court; handle pre-trials and arraignments on a daily basis; conduct trials to the court several times per week or day; jury trials; preliminary hearings; handle motions to suppress on a weekly basis; interview witnesses and victims; informal pre-trials with defense attorneys; preparation for trials; legal writing including briefs, memorandums, motions, pleadings, complaints, and appeals; legal arguments before the Third Appellate District Court; negotiate plea proposals with defendants and defense counsel; advise law enforcement agencies; advise City Departments in municipal law.

PERIPHERAL DUTIES

None

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

(A) Graduation from law school and licensed to practice law in the State of Ohio

Necessary Knowledge, Skills and Abilities:

(A) Excellent writing and communication skills

SPECIAL REQUIREMENTS

None

TOOLS AND EQUIPMENT USED

None

PHYSICAL DEMANDS

The physical demands here are representation of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is required to sit; use hands to finger, handle, feel; and talk; or hear. The employee is required to stand on occasion for extended periods of time and walk. Specific vision abilities required by this job include close vision and distance vision.

WORK ENVIRONMENT

Works in the Tiffin Municipal Building, Seneca County Justice Center, Law Library, Sheriff's Department, Various Police Departments around Seneca County, Various Attorney Offices, Various Crime Scenes, Various County Offices for research and investigation, Third District Appellate Court in Lima Ohio, Visits at home by police at night for advice.

SELECTION GUIDELINES

Formal application, education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Signature: _____
Supervisor/Dept. Head

Signature: _____
Employee:

Effective Date: _____

Revision History: _____