



**POSITION POSTING:
Assistant
Prosecuting Attorney**



There is an immediate opening for a **full-time Assistant Prosecuting Attorney** with the Ottawa County Prosecutor's Office.

This position will be assigned primarily to the **Juvenile Court** and will serve as a back-up in other courts. This position will: review and prepare cases; subpoena necessary witnesses for hearings; oversee discovery compliance; prepare and file motions; respond to motions; meet with victims, witnesses and officers. The successful candidate must be able to work under pressure on time-sensitive projects and always maintain strict confidentiality regarding information processed within the Prosecutor's Office.

The position is generally:

- 35 hours per week,
- 8:30am to 4:30pm,
- Monday through Friday,
- One (1) hour unpaid lunch break

and includes access to **all County benefits**. Salary will be determined at offer.

Resumes should be submitted:

- by email to cflick@co.ottawa.oh.us
- by fax to 419.734.3862 ATTN: Carol Flick
- by mailed or hand-delivered to -
Ottawa County Prosecutor's Office
Attention: Carol Flick
315 Madison St.
Port Clinton, OH 43452

Ottawa County is an Equal Opportunity Employer & Drug Free Workplace

No Phone Calls Please.

DEADLINE TO APPLY: 04/30/2021