



**Michael C. O'Malley**  
Cuyahoga County Prosecutor

**JOB POSTING**

**Job title:** Assistant Prosecuting Attorney      **Salary:** \$74,000  
(Unclassified)

**Division:** Children & Family Services      **Reports to:** Unit Supervisor

**REQUIREMENTS:**

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

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

Must provide proof of completed COVID-19 vaccination

**FUNCTION:** Assistant Prosecuting Attorneys represent the Cuyahoga County Division of Children and Family Services, a public children services agency (PCSA), in child abuse, neglect and dependency matters. Assistant Prosecuting Attorneys practice before the Cuyahoga Common Pleas Court, Juvenile Division, and the Eighth District Court of Appeals.

**RESPONSIBILITIES:**

- Provides 24/7 legal advice to, and legal representation of, the county's PCSA and its over 650 case workers, supervisors, chief supervisors and management employees. Cases include the removal of children from their homes and/or protective supervision of children who are at risk of, or have been abused, neglected or who are dependent;
- Reviews documents and drafts pleadings, motions and other documents on behalf of the PCSA in relation to court filings;
- Rotates on-call responsibility for provision of after-hours legal advice and requests from the PCSA's case workers for telephonic orders of removal, including contacting an on-call judge or magistrate for appropriate orders;
- Prepares and advocates the PCSA's position and plans for the children and families it serves; including preparing and litigating the PCSA's cases before a judge or magistrate;
- Prepares for and participates in pretrial conferences, adjudicatory and dispositional hearings, and annual custody review hearings with pro se litigants, public defenders, assigned counsel, guardians ad litem and court appointed special advocates;
- Prepares and responds to defense motions and demands for discovery;
- Prepares and argues the PCSA's brief in the Eighth District Court of Appeals and, when necessary, the Ohio Supreme Court;



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- Performs all other duties assigned, delegated or required of an Assistant Prosecuting Attorney as well as those prescribed by law;

**EXPERIENCE AND SKILLS:**

- Preferred 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;
- Ability to effectively interact with an agency client as well as other outside agencies;
- Must have reliable transportation for daily travel between three client office sites, the Juvenile Justice Center, and the 8th District Court of Appeals;
- Must possess qualities of fairness, a strong work ethic, and have the highest integrity.
- Must maintain the confidentiality of law enforcement and PCSA investigatory records and other confidential information;
- Conducts business in accordance with federal statutes and guidelines, the Ohio Revised Code, the Ohio Administrative Code, and the Ohio Juvenile Rules of Procedure.

**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 CCPO Human Resources Department.

Equal Opportunity Employer; Smoke-free and Drug-free Workplace  
Visit our website: <http://prosecutor.cuyahogacounty.us/>