

# **ERIE COUNTY**

## **JOB POSTING #2022-077**

(Two Positions Available)

**POSITION:** FT Misdemeanor Criminal Attorney  
FT Juvenile Court Attorney

**DEPARTMENT:** Public Defender

**SALARY:** Commensurate with Experience

**POSTING DATE:** 8:00 a.m., October 3, 2022

**CLOSING DATE:** 4:30 p.m., October 7, 2022

### **MINIMUM REQUIREMENTS**

Strong computer skills. Ability to handle a multi-line phone system. Ability to operate other office equipment such as faxes, copiers, and printers. Ability to work alone on most tasks. Ability to communicate effectively both orally and in writing. Ability to work with diverse populations, including but not limited to the economically under privileged, and those that suffer from mental health, substance abuse, or developmental disabilities. Maintain a professional appearance and attitude at all times. Comply with all personnel policies and procedures of the Office.

Pre-employment testing required.

An in-depth job description can be reviewed at the Human Resources Office on Columbus Avenue.

**Qualified applicants apply at the Department of Human Resources, 2900 Columbus Avenue, Suite 210, Sandusky, Ohio OR visit Erie County's website, [www.eriecounty.oh.gov](http://www.eriecounty.oh.gov), where employment applications and current job postings are available for viewing and/or downloading. Applications are also available and accepted at OhioMeansJobs at Erie County Job and Family Services, 221 West Parish Street, Sandusky (operating hours 8:00 a.m. - 4:30 p.m. Monday through Friday). PLEASE NOTE: A completed Erie County application must be received in the Human Resources Department by 4:30p.m, 10/07/2022. EOE/AA/ADA**

Approved for Content\_\_\_\_\_

Approved for Posting\_\_\_\_\_

## 2022-077    **ERIE COUNTY JOB OPENING ANNOUNCEMENT**

### Where Applications Taken:

Erie County Human Resources  
Erie County Services Center  
Second Floor, Room 207  
2900 Columbus Avenue  
Sandusky, Ohio 44870

### Office Hours:

8:00 a.m. till 4:30 p.m.  
Monday through Friday

### Where Postings Sent:

Erie County Care Facility	Human Resources
Erie County Court	Courthouse
BGSU Firelands Campus	Erie County Office Bldg.
Ohio Business College	B.V.R.
W.S.O.S.	Goodwill
Health Department	C.A.C.
Local Newspaper	NAACP
SHS Vocational Ed.	Terra Tech
All County Bulletin Boards	Your Job Store

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### ERIE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

Erie County does not discriminate on the basis of race, color, national origin, sex, religion, age and handicapped status in employment or the provision of services.

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DEPARTMENT:	<b>Public Defender</b>	POSITION:	<b>Misdemeanor Criminal Attorney Juvenile Court Attorney</b>
POSTING DATE:	8:00 a.m., Monday October 3, 2022	LOCATION:	247 Columbus Ave, Suite 37 Sandusky, Ohio 44870
CLOSING DATE:	4:30 p.m., Friday October 7, 2022	WORKING HOURS:	8:00a.m. – 4:00 p.m. Additional hours as needed
EFFECTIVE DATE:	As soon as possible	SALARY:	Commensurate with experience

### A successful applicant shall be:

- 1) Licensed to practice law in the State of Ohio;
- 2) Be in good standing with the Ohio Supreme Court;
- 3) Have a valid driver's license;
- 4) Have reliable transportation for attendance at court hearings;
- 5) Have the ability to travel outside the county, if necessary.

A successful applicant shall also be required to:

- 1) Conduct interviews with clients, alleged victims and potential witnesses;
- 2) Interview collateral contacts and sources to gather information;
- 3) Collect and evaluate documentation and information to make decisions on cases;
- 4) Conduct necessary research in a timely manner;
- 5) Prepare briefs, memoranda, motions and other pleadings necessary in presenting a defense in each case assigned;
- 6) Record and document case activity in a timely manner;
- 7) Organize case file materials.
- 8) Communicate effectively both orally and in writing;
- 9) Effectively participate in court proceedings;
- 10) Work collaboratively with attorneys, experts, witnesses, clients and office staff;
- 11) Independently manage a full caseload;
- 12) Have strong time-management skills;
- 13) Have strong computer skills;
- 14) Have the ability to work with diverse populations, including but not limited to the economically underprivileged, and those that may suffer from mental illness, substance abuse issues, or may have developmental disabilities;
- 15) Maintain a professional appearance and attitude at all times;
- 16) Comply with all personnel policies and procedures of the Office.

Preference shall be given to any applicant with prior experience as an attorney and/or legal experience in a clinical education program focusing on criminal defense based on the demands of the job.

**WRITTEN APPLICATIONS MUST BE COMPLETED BY CLOSING DATE**