

ERIE COUNTY

JOB POSTING #2024-024

POSITION: FT Assistant Public Defender –
Misdemeanor Criminal Attorney &
Juvenile Court Attorney

DEPARTMENT: Public Defender

SALARY: \$24.41-\$36.33/hour –
Commensurate with experience

POSTING DATE: 8:00 a.m., April 8, 2024

CLOSING DATE: 4:30 p.m., December 31, 2024

MINIMUM REQUIREMENTS

Licensed to practice law in the State of Ohio. Be in good standing with the Ohio Supreme Court. Zero to five years' experience. Have a valid driver's license. Have reliable transportation for attendance at court hearings. Have the ability to travel outside the county, if necessary.

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, 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, 12/31/2024. EOE/AA/ADA

Approved for Content

Approved for Posting

Matthew S. Wilk 4/4/24
By S. J. OPA 4/4/24

2024-024 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

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.

DEPARTMENT:	Public Defender	POSITION:	FT Assistant Public Defender – Misdemeanor Criminal Attorney & Juvenile Court Attorney
POSTING DATE:	8:00 a.m., Monday April 8, 2024	LOCATION:	247 Columbus Ave, Suite 37 Sandusky, Ohio 44870
CLOSING DATE:	4:30 p.m., Tuesday December 31, 2024	WORKING HOURS:	8:00a.m. – 4:00 p.m. Additional hours as needed
EFFECTIVE DATE:	As soon as possible	SALARY:	\$24.41-\$36.33/hour – Commensurate with experience

The Erie County Public Defender's Office has an immediate opening for a full- time Assistant Public Defender. This position is eligible for student loan reimbursement under the Rural Practice Incentive program through the Ohio Department of Education.

For more information on eligibility you may go to this website:

<https://highered.ohio.gov/initiatives/workforce-development/rural-practice-incentive-program#EligibilityRequirements>

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. Zero to five years' experience.
4. Have a valid driver's license;
5. Have reliable transportation for attendance at court hearings;
6. 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