

**ASSISTANT DIRECTOR OF LAW (II)**  
**FOR THE OFFICE OF THE DIRECTOR OF LAW**  
**FOR THE CITY OF MOUNT VERNON, OHIO**

**DEFINITION:**

Under general direction of the Director of Law and First Assistant Director of Law, prepares and prosecutes cases in the Mount Vernon Municipal Court, including all violations of the City Charter, ordinances, and Ohio statutes and assists in civil matters as needed. This position has a high degree of autonomy and works directly with multiple agencies including law enforcement, courts, and administration. This position may be required to attend City meetings outside of regular office hours.

**EXAMPLES OF DUTIES:**

NOTE: The following are the duties performed by employees in this classification. However, employees may perform other related duties. Duties listed are not necessarily performed by each individual in the classification.

1. Serve as full-time prosecutorial representative of all local law enforcement agencies appearing in the Mount Vernon Municipal Court on misdemeanor criminal, traffic, and code enforcement cases and for the Ohio Registrar of the Bureau of Motor Vehicles in driver's license suspension appeal hearings.
2. Serve as a legal advisor to local law enforcement personnel by keeping them apprised of relevant changes in criminal law and procedure through periodic in-service training and regular consultation. This includes being on-call in evenings to respond to calls from law enforcement.
3. Conduct misdemeanor investigations and inquiries made to carry out the various prosecutorial duties as noted above.
4. Prosecute appeals to and from the Ohio Fifth Appellate District Court of Appeals, including the timely submission of legal briefs and other required court papers and the presentation of oral arguments.
5. Manage high volume docket of cases, conducts trials and pretrial hearings and negotiates plea agreements, with or without assistance.
6. Prepare written motions, pleadings, arguments, and other memoranda.
7. Review cases for negotiations, witnesses and discovery. Reviews legal documents in preparing cases for trial.
8. Make charging decisions following review and evaluation of police reports in light of applicable law.
9. Determine alternative courses of action and anticipates possible courses of action of opposing counsel; uses logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.
10. Interview witnesses, victims, attorneys and law enforcement officers, and present arguments in court. Appear against accused in court of law and presents evidence before a judge or jury. Confer with defense attorneys and/or witnesses in disputed cases and negotiates plea agreements when appropriate to do so.
11. Perform other related duties as required or as assigned within the scope of the job classification.

**QUALIFICATIONS:**

Knowledge of:

- Prosecutorial duties, the Ohio Revised Code, the Ohio Rules of Criminal Procedure, the Ohio Rules of Appellate Procedure, the Ohio Code of Professional Responsibility, and other applicable

laws and constitutional case decisions, as well as, generally accepted professional standards of performance for public prosecutors.

- The general field of criminal law and procedure and the constitutional doctrines regarding the conduct of the police under the Fourth, Fifth, Sixth and Fourteenth Amendments to the United States Constitution and under Article 1, Section 10 of the Ohio Constitution.
- Federal, state and local laws pertaining to the rights of crime victims. .
- Computer applications, databases, software and hardware related to the performance of the essential functions of the job.
- City government.

Ability to:

- Conduct extensive legal research using online tools such as Westlaw and Lexis; assemble investigative information; plan, organize and develop trial strategies and prepare various motions, legal memoranda, related documents and correspondence with a high degree of professional competence.
- Communicate effectively and in a professional manner, both orally and in writing.
- Speak effectively and deliver effective presentations before groups and in a courtroom setting.
- Establish and maintain effective working relationships with associates, City officials and the general public.
- Develop and maintain effective working relationships with all local law enforcement and court personnel.
- Effectively prosecute a heavy caseload.
- Independently learn new areas of law.
- Effectively communicate and interact with crime victims, defendants, and witnesses in a considerate manner.
- Maintain confidentiality and use discretion and tact; work independently in the absence of specific instruction, and use good judgment to make decisions appropriate to this level of responsibilities.

Skills:

- Understanding and fairly applying all applicable prosecutorial tools and resources.
- Setting priorities and meeting critical deadlines with minimal direction.
- Using tact, discretion, initiative and independent judgment within established guidelines.
- Interpersonal relations and effective leadership methods.
- Dealing courteously and diplomatically with the general public, law enforcement, and the legal community.

Education:

- Graduation from an accredited four-year college or university, and a Juris Doctorate or equivalent degree from an accredited law school.
- Must be a member, in good standing, of the bar of the State of Ohio.

Experience:

- This is an entry-level position, although those with relevant legal experience are invited to apply.