



## Now Hiring - Part-time Deputy Director of Law / Assistant Prosecutor

This employee serves as a Deputy Director of Law and/or Assistant Prosecutor for the City of Wooster in a part-time capacity and assists the Law Director with his/her duties as required. In the Law Director's absence, he/she may serve as Acting Director of Law. The individual in this classification may engage in a private law practice but may not represent criminal defendants in any Wayne County Court, Appellate Courts from Wayne County Common Pleas or Municipal Court cases, or in the United States District Court of the Northern District of Ohio.

At the direction of the Law Director, this individual will primarily function as counsel for the City of Wooster, which includes the board of governors of the municipal hospital, the Mayor, directors, managers, City employees, City Council, and various municipal boards and commissions. The Deputy Director of Law will initiate and handle prosecutions of violations of the City's building and zoning ordinances. The official in this classification may also represent the City of Wooster for violations of the codified ordinances of the City of Wooster, and defend criminal appeals in the Ninth District Court of Appeals and the Ohio Supreme Court. In this capacity, this individual must be zealous in representing the people of the community and their laws and remain mindful of the rights of all citizens, including those charged with crimes by treating all citizens with respect and courtesy.

### Compensation/Benefits

- Part-time position, no more than 29 hours per week.
- Minimum hourly rate of \$35.00 / hour
- Holiday pay based upon scheduled hours
- Eligible for sick leave benefits based upon service hours
- OPERS pension contributions
- Flexible schedule and work/life balance

### Requirements

- JD degree from an accredited college / university required.
- Valid motor vehicle license issued by the State of Ohio required. Must meet insurability guidelines.
- Current State of Ohio license to practice law.
- Minimum of five years of full-time practice of law.
- Municipal, criminal, labor and employment experience is highly desirable.

### Come be part of our Mission

More information regarding the City of Wooster's Administration mission, strategic plan, current programs and information is available at <https://www.woosteroh.com/administration>

A detailed job description and application can be found at <https://www.woosteroh.com/human-resources/careers>  
Applications will be accepted until the position is filled.

\*\* visit website for full job description and required qualifications.

**The City of Wooster**  
**Part-time Deputy Director of Law / Assistant Prosecutor**

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**Applicants must meet the following:**

**MINIMUM QUALIFICATIONS:** Qualified candidates must have a JD degree from an accredited college/university; current State of Ohio license to practice law; valid Ohio Driver's License and meet insurability guidelines; five years of full-time practice of law; and municipal, criminal, labor and employment experience is highly desirable.

A detailed job description and application can be found at <https://www.woosteroh.com/human-resources/careers>. Applications will be accepted until the position is filled. Applicants are required to complete an application for consideration. Applicants are also encouraged to include a resume with their application.

**The City of Wooster**  
**Job Description**  
An Equal Opportunity Employer

<b>JOB TITLE:</b>	Deputy Director of Law/ Assistant Prosecutor	<b>CLASSIFICATION:</b>	Unclassified
<b>DIVISION:</b>	Law	<b>FLSA STATUS:</b>	Non-Exempt
<b>DEPARTMENT:</b>	Law		
<b>POSITION CONTROL:</b>	60-30002	<b>PAY GRADE:</b>	Part-time (up to 30hrs. per week )
<b>REPORTS TO:</b>	Director of Law	<b>HOURLY RANGE MINIMUM:</b>	\$35.00
<b>SUPERVISES:</b>	n/a		

**Job Summary**

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**Essential Job Functions and their Measure**

**1. CIVIL**

- a. Provide legal advice, counsel, and assistance to the Mayor, Council, hospital board, and all other City officers, boards, commissions, and agencies about their duties and the business of the City
- b. Issues legal opinions on City matters by performing research including extensive analysis when needed
- c. Determine and apply legal principles and precedents to problems and issues
- d. Structure, draft, negotiate, and/or review contracts or other legal documents by or on behalf of the City government
- e. Work with outside counsel as appropriate and necessary
- f. Initiate and prosecute actions to protect the City's interests, including preparation of pleadings and briefs, oral argument, trial and settlement negotiations
- g. Attends meetings of other City boards and commissions, as needed, to answer questions of or provide official opinions to city officials as the need may arise
- h. Represent the City in proceedings before the EEOC, OCRC and other administrative agencies.
- i. Represent the City in labor matters, including negotiations of collective bargaining agreements and grievance arbitration
- j. Represent the City in employee disciplinary matters
- k. Complete all records and reports as required

**2. CRIMINAL**

- a. Represent the City and any State agency in all criminal cases brought before the Municipal Court; handle appeals from the municipal court to other courts of record; conduct legal research and prepare criminal files for pre-trial and trial
- b. Screen possible criminal prosecutions from police
- c. Act as police legal advisor to the City of Wooster Police Department

- d. Make court appearances; prepare necessary pleadings
- e. Provide training for Police Department on various Federal and State laws and regulations
- f. Meet with citizens to review possible criminal charges

**3. Responsible for effective verbal, written and electronic communication**

- a. Communicates status of projects/assignments to the Law Director
- b. Writes and prepares legislation for consideration of City Council
- c. Prepares legal written opinions by or on behalf of City government
- d. Responsible for completing all records and reports as required
- e. Writes legibly, maintains accurate information, and uses proper spelling, grammar
- f. Communicates information effectively, accurately and timely
- g. Drafts or reviews drafts of legal pleadings, and appears in legal or administrative proceedings to which the City is a party

**Qualifications:**

The following qualifications or equivalents are the minimum requirements necessary to perform the essential functions of this job.

**Education and Formal Training**

- JD degree from an accredited college/university required
- Current State of Ohio license to practice law, or eligible to obtain Ohio license within 90 days of appointment

**Work Experience**

- Prefer five years of full-time practice of law
- Municipal, criminal, labor and employment experience is highly desirable

**Knowledge, Skills & Abilities Required**

- Knowledge of the legal responsibilities of municipal government
- Knowledge of city ordinances, state and federal laws
- Knowledge of civil and criminal law with specific experience with employment law and labor agreements
- Ability to rely on experience and judgment to plan and accomplish goals
- Analytical ability and strong attention to detail
- Excellent negotiation and communication skills
- Must possess a wide degree of creativity and latitude
- Ability to get along with others
- Good insight into civil/criminal procedures

**Physical Requirements**

- Primarily in a public office-building environment
- Sufficient clarity of speech and hearing which permits the employee to discern verbal instructions and to communicate effectively with others in person and over the telephone
- Sufficient visual acuity which permits the employee to comprehend written work instructions, review, evaluate and prepare a variety of written materials and documents
- Sufficient manual dexterity which permits the employee to operate standard office equipment and personal computer
- Sufficient mobility and flexibility which permits the employee to work in an office environment

Job description statements are intended to be sufficient merely to identify the general nature and class of work being performed, and be illustrative of the kinds of duties that may be assigned to the position allocated to the class and should not be interpreted to describe all of the responsibilities, duties and skills which may be required of employees holding a position assigned to this class.

The City of Wooster is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (ADA) and the Americans with Disabilities Act Amendment Act (ADAAA), the City of Wooster will provide reasonable accommodations, upon reasonable request, to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

I certify that I have read this job description and specifications; it has been explained to me. I understand and accept the expectations of my duties and responsibilities as a condition of my employment as stated herein.

**I have received, read and understand the Position Description above.**

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Director of Administration Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_