

Position: Assistant Public Defender

The Montgomery County Public Defender Office is now accepting applications for the position of Assistant Public Defender. We are an office of 41 attorneys and 19 support staff. We handle every aspect of indigent criminal defense from juvenile delinquency to murder. The ideal candidate should have a demonstrated dedication to indigent defense, strong and zealous litigation skills, the ability to work independently managing an active caseload while simultaneously working with a team of dedicated Public Defenders focused on client-centered representation. Our office is committed to seeking and sustaining a culturally and ethnically diverse working environment. We firmly believe that continuing to build a diverse staff with expertise and interest in serving our indigent clientele who come to us with diverse needs, backgrounds and ethnicities and abilities will yield better results for our clients and our office.

The Office is seeking a self-motivated individual to perform legal defense work in criminal, juvenile and appellate cases. The Montgomery County Public Defender Office provides quality legal services for indigent defendants charged with criminal offenses. The Montgomery County Public Defender Office is located at 117 South Main Street, 4th Floor, Dayton, Ohio 45422. This is a full-time position, work hours are 8:30 – 4:30, Monday – Friday. Occasional evening and weekend hours may be required when needed.

Duties include but are not limited to the following: perform legal research, interview clients and witnesses, view crime scenes and perform any other necessary tasks in preparation for trial, gather evidence for cases to formulate defenses and mitigation, subpoena witnesses, represent clients in court, interpret laws, rulings and regulations, confer with colleagues to establish and verify the basis of legal proceedings and help other Assistant Public Defenders by participating in training sessions, offering advice, co-counseling cases and covering cases.

Minimum Qualifications: Be in good standing to practice law in the State of Ohio and maintain ongoing compliance with CLE requirements as defined and determined by the Ohio Supreme Court, the ability to perform the essential duties listed above. Additional qualifications include experience using Microsoft Office products and Internet research tools. A qualified candidate will have the ability to develop and maintain skills in time management and organization as well as work independently and dependently in a team driven environment. The ability to communicate effectively both orally and in writing is also required. An ideal candidate will exercise sound judgment and decision-making and have the ability to handle sensitive information and inquiries from contacts with officials and the general public. Regular travel between the office, courts, jails and crime scenes and occasional travel to other courts and prisons is required. A successful candidate is subject to a drug screen and fingerprint based criminal background check. Starting salary is \$52,852 or higher depending on experience.

Interested candidates need to submit a cover letter and resume to:

Montgomery County Public Defender Office
ATTN: Kelli R Howard, Deputy Director
117 South Main Street, 4th Floor
Dayton, OH 45422

**NOTICE OF VACANCY IN THE
MONTGOMERY COUNTY PROSECUTOR'S OFFICE**

The Montgomery County Prosecuting Attorney will accept resumes for the position of Legal Secretary until Friday, September 20, 2019. This is a full time, classified position with benefits, including OPERS. Starting salary is \$30,000.00.

**COMPLETE AND SUBMIT THE JOB APPLICATION FOLLOWING THIS JOB POSTING
TO BE CONSIDERED FOR POSITION.**

Following submission of application, please send (email or fax) cover letter and resume with references to:

Ms. Karen Clift; Personnel, Payroll & Benefits Officer
301 West Third Street
P.O. Box 972
Dayton, Ohio 45422
Phone (937) 496-7742
Fax (937) 496-3129
clifk@mcoho.org

JOB RESPONSIBILITY

Responsible for secretarial and clerical support for Assistant Prosecuting Attorneys, providing administrative secretarial services including typing technical and legal material, and performing other related duties as set forth below under "Illustrative Duties":

ILLUSTRATIVE DUTIES

Type legal correspondence, pleadings and contracts from transcription, dictation, rough draft and other material, and with strict compliance to deadlines;

Handle paperwork and records related to the processing of felony cases;

Set up and organize new files and file legal data;

Responsible for receiving, opening and distributing mail;

Arrange meetings and keep appointment schedules;

Professionally interact with public by telephone and in person;

Perform various clerical tasks as needed in all areas of the office;

Prepare and organize documents and paperwork involving Common Pleas Court dockets;

Communicate and interact with judges, bailiffs, attorneys, police officers and other court personnel;

Prepare letters advising victims of case status during processing of cases;

Enter information in criminal case database.

NECESSARY SKILLS, KNOWLEDGE AND ABILITIES

Knowledge of office practices and procedures; knowledge of office equipment; knowledge of Microsoft Word; public relations skills; knowledge of legal terminology and general understanding of court procedures; ability to transcribe dictation; ability to compose letters and routine legal pleadings; general knowledge of legal matters, applications, procedures, pleadings and practice pertaining to the general practice of law; ability to gather, analyze and classify data; ability to develop and maintain an effective working relationship with supervisor, administrators and associates; skill in typing; skill in effective oral and written communication.

QUALIFICATIONS DESIRABLE FOR EMPLOYMENT

High school diploma or GED; courses in secretarial or office procedures; prior legal secretarial experience preferred; ability to operate all modern office equipment.

**NOTICE OF VACANCY IN THE
MONTGOMERY COUNTY PROSECUTOR'S OFFICE**

The Montgomery County Prosecuting Attorney will accept resumes for the position of Office Messenger until August 28, 2019. This is a full time, unclassified position with benefits, including OPERS. Starting salary is \$23,000.00.

**COMPLETE AND SUBMIT THE JOB APPLICATION FOLLOWING THIS JOB POSTING
TO BE CONSIDERED FOR POSITION.**

Following submission of application, please send (email or fax) cover letter and resume with references to:

Ms. Karen Clift, Personnel and Payroll Officer
301 West Third Street
P.O. Box 972
Dayton, Ohio 45402
Phone (937) 496-7742
Fax (937) 496-3129
clifk@mcohio.org

JOB RESPONSIBILITY

Responsible for coordination and completion of daily deliveries and pick-ups from various agencies (Police/Sheriff, County Administration, Crime Lab/Coroner, Clerk's Office, etc) and performing other related duties as set forth below under "Illustrative Duties":

ILLUSTRATIVE DUTIES

Perform a daily courier run for the Prosecutor's Office with various stops required;

Communicate and interact with judges, bailiffs, attorneys, police officers and other court/administrative personnel;

Perform clerical tasks as needed in all areas of the office, including but not limited to, stocking paper in copiers daily, setting up conference rooms for meetings and office functions and assisting various departments with telephone coverage, filing and miscellaneous duties;

Assist Record Clerk with filing, as needed;

Run additional office errands, as needed;

Professionally interact with all levels of management and staff within the Prosecutor's Office.

NECESSARY SKILLS, KNOWLEDGE AND ABILITIES

Knowledge of office practices and procedures; office equipment; public relations skills; ability to work individually, take initiative and exercise good judgement; must be able to prioritize projects and manage time; ability to develop and maintain an effective working relationship with supervisor, administrators and associates; skill in effective oral and written communication; must possess high standards of ethics, including maintaining confidentiality of information.

QUALIFICATIONS DESIRABLE FOR EMPLOYMENT

High school diploma or GED; prior courier experience preferred; ability to operate modern office equipment; valid Driver License, good driving record and valid insurance.



POSITION DESCRIPTION

Montgomery County Common Pleas Court General Division

41 N. Perry Street
P.O. Box 972
Dayton, OH 45422-2150

STAFF ATTORNEY

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|------------------------------|--|-----------------------------|-----------------------------|
| Salary: | Negotiable based on years of experience. | Employment Status: | Full-Time |
| FLSA Status: | Exempt | Reports to: | Appointing Judge |
| Civil Service Status: | Unclassified | Work Schedule: | 40 hours per week (minimum) |
| Pay Grade: | C-7 | Department/Division: | Judicial |

DISTINGUISHING JOB CHARACTERISTICS:

Conducts legal research and drafts decisions, orders, entries, and memoranda of law, for consideration and use by the Court in making legal decisions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

To perform this job successfully, an individual must be able to satisfactorily perform each essential duty listed below. Reasonable accommodations will be made for disabled persons, covered by the Americans with Disabilities Act, in accordance with its requirements.

1. Researches legal issues, topics and questions, and compiles and writes research results for use and reference by the Court in making legal decisions. Researches case law, statutes, secondary legal sources, local/evidentiary rules, using hard-copy and computerized research materials.
2. Writes and edits judicial decisions, and provides assistance and recommendations to Appointing Judge or Magistrate in determining case outcomes. Confers with Appointing Judge or Magistrate regarding outcome of cases or other legal issues.
3. Drafts jury instructions for civil and criminal cases for Appointing Judge's consideration and use.
4. Manages and tracks complex cases.
5. Attends hearings and conferences.
6. Tracks motions for decisions when ripe.
7. Conducts special judicial projects.
8. Fills in for Bailiff when needed.
9. Reviews case files, transcripts, exhibits, testimony, and other evidence to present factual findings and summarize procedural histories.
10. Contacts attorneys and/or their staff regarding cases.

11. Conducts scheduling and status conferences regarding cases assigned to Judge or Magistrate.
12. Manages discovery disputes.
13. Participates in settlement conferences.
14. Other duties as assigned.
15. All Essential Duties and Responsibilities in this Position Description will be performed exclusively by the Judicial Staff.

SCOPE OF SUPERVISION:

This position has no supervisory duties.

TERMS OF EMPLOYMENT:

Works at the pleasure of the Appointing Judge.

SPECIAL TERMS AND CONDITIONS OF EMPLOYMENT:

Works in an *unclassified* and *exempt* position. Does not qualify for overtime under the Fair Labor Standards Act, and is not eligible for Family Medical Leave.

EQUIPMENT OPERATED:

Computer, copier, fax machine, telephone, and other general office equipment.

WORKING CONDITIONS:

Good working conditions.

CONTACTS WITH OTHERS:

Judges, magistrates, staff attorneys, department heads, lawyers, *pro se* litigants, bailiffs, judicial assistants, other Court staff, Clerk's Office personnel, outside attorneys and their staff.

CONFIDENTIAL DATA:

Information regarding open cases and nonpublic information regarding the court system.

USUAL PHYSICAL DEMANDS:

The following physical demands are typically exhibited by position incumbents performing this job's essential duties and responsibilities. These physical demands are not, and should not be, construed to be job qualification standards, but are illustrated to help the employer, employee, and/or applicant identify tasks where reasonable accommodations may need to be made when an otherwise qualified person is unable to perform the job's essential duties because of an ADA disability.

While performing duties of this job, the employee regularly exhibits digital dexterity when entering information into the computer and performing other tasks. The employee frequently sits for extended periods of time, and occasionally stands and walks. Employee converses with others in person and by telephone. Vision demands include close, relatively detailed vision when viewing a computer screen.

QUALIFICATIONS:

Graduation from an accredited law school and passage of the Ohio Bar Examination.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of: Legal research methods and sources; court processes; general legal principles; criminal and civil law; criminal and civil rules of procedure; local rules of court and rules governing the courts of Ohio.

Ability to: Analyze, synthesize, and distinguish legal concepts and materials; work professionally with Judges, attorneys, litigants, and staff; maintain confidentiality of confidential and sensitive information; work independently.

Skill in: Manual and computerized legal research; evaluating and editing legal documents; writing, organizing and presenting research results; written and verbal communication; and operating computer.

LICENSE REQUIREMENT(S):

Admitted, and in good standing, to practice law in the State of Ohio.

Employment Eligibility Information:

In accordance with the Immigration Reform and Control Act of 1986, all persons hired after November 6, 1986, are required to present to the Court, within three (3) days of their original appointment, original documents which show satisfactory proof of: 1) identity and 2) U.S. Citizenship or a legal right to work permanently in the United States.

Criminal Background Check:

Prior to any candidate being offered a position or promotion with the Montgomery County Common Pleas Court, General Division, candidates must pass a criminal background check.

Equal Opportunity Employer:

It is the policy of the Montgomery County Common Pleas Court, General Division, that no person shall be subjected to employment discrimination because of age, race, color, gender, marital status, sexual orientation, disability, religion, ancestry or national origin.

The Montgomery County Common Pleas Court, General Division, will provide reasonable accommodations for persons with disabilities during the application, examination or selection process, if requested. Please notify Human Resources at (937)225-6161 of the accommodations needed, preferably at the time of application, but no later than two days prior to the date needed.

**MONTGOMERY COUNTY COMMON PLEAS COURT
GENERAL DIVISION BENEFITS**

Vacation Leave:

Vacation leave may be granted to full-time employees upon completion of one year of service with the Montgomery County Common Pleas Court, General Division. Twenty-six (26) bi-weekly pay periods in active status shall constitute one year of service.

Sick Leave:

All Montgomery County Common Pleas Court, General Division, employees are entitled to Paid Personal Leave/Long Term Sick Leave credit.

Holidays:

Montgomery County Common Pleas Court, General Division, employees enjoy paid holidays.

Health Benefits/Medical Coverage:

All employees of the Montgomery County Common Pleas Court, General Division, except part-time employees working 20 hours per week or less, employees hired for a temporary appointment, an interim appointment, or employees hired as substitutes, shall receive health benefits.

Life Insurance:

All benefit-eligible employees of the Montgomery County Common Pleas Court, General Division, receive a \$50,000 basic life insurance policy paid by Montgomery County. Supplemental life insurance is available for purchase.

Retirement:

Montgomery County Common Pleas Court, General Division, employees participate in the Ohio Public Employees Retirement System (OPERS). Employees contribute 10% of their salary; the Court contributes 14%.

In Addition:

The Montgomery County Common Pleas Court, General Division, offers its employees an Employee Assistance Program, access to a credit union, a Deferred Compensation Program, a Wellness Program, and direct payroll deposit.

This Position Description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee filling this position. The employee may be required to follow additional instructions and perform other duties required by the employee's supervisor or designee.

The provisions of this Position Description do not constitute a contract, expressed or implied, and any provision contained in this Description may be modified or revoked without notice.

Completed by: Nancy E. Brookshire
Date: 6/19/12
Updated: 1/2/18

OHIO SECOND DISTRICT COURT OF APPEALS

The Court issues case summaries of the week for the convenience of the public, the bench and the bar. They are a brief statement of the holding of the court in the matter noted and are not to be considered headnotes or syllabi. Readers may obtain copies of an opinion from the particular county's clerk of courts. Full text of each opinion below.

[>Ohio Supreme Court Website](#)

[>View Court Summaries](#)