

**EMPLOYMENT OPPORTUNITY WITH THE
OFFICE OF THE WAYNE COUNTY PROSECUTING ATTORNEY**

January 3, 2025

The Office of the Wayne County Prosecuting Attorney is seeking a full-time assistant prosecuting attorney primarily for its Civil Division. Duties may include, but will not be limited to: civil research and litigation, including tax foreclosures; drafting legal memorandums and other legal documents; providing legal opinions on a wide variety of issues that arise from this office's role as legal advisor to its civil clients, which include all the elected county officials (i.e., the Commissioners, the Sheriff, the Engineer, the Auditor, the Clerk of Courts, the Coroner, and the Treasurer) as well as Wayne County's sixteen townships, the Wayne County Board of Health, and the Wayne County Board of Elections. From time to time, the successful applicant may be called upon to perform other duties such as assisting in prosecuting juvenile delinquency and unruly cases and/or prosecuting abuse, neglect, and dependency cases in Juvenile Court.

Requirements for the position include: licensed to practice law in the State of Ohio; excellent research and writing abilities; good communication and interpersonal skills; strong sense of professional behavior; impeccable integrity; and ability to work quickly and efficiently under tight time constraints. Trial/litigation experience is desired, but not mandatory. Compensation for this position will be between \$61,000-\$96,000/year, commensurate with experience and abilities, and will include full county benefits.

Please send by mail or email a Wayne County Employment Application (download at <http://www.wayneohio.org/employment-opportunities>), a resume, and a cover letter stating your ability to address the responsibilities of this position to: Wayne County Prosecuting Attorney, 115 West Liberty Street, Wooster, OH 44691; or to awypasek@countyprosecutor.com. Position will remain open until filled. This position is designated unclassified/exempt from the FLSA.

The Wayne County Prosecuting Attorney is an equal opportunity employer