



ZACH KLEIN

COLUMBUS CITY ATTORNEY

Office of Columbus City Attorney Zach Klein Domestic Violence and Stalking Unit – Assistant City Prosecutor

The office of Columbus City Attorney Zach Klein is seeking qualified applicants for the position of full-time Assistant City Prosecutor in the Domestic Violence and Stalking Unit of the Prosecutor Division.

The starting salary for this position will be between \$71,011 and \$76,689, depending upon experience.

Requirements:

- Must currently be admitted to the Ohio bar and in good standing;
- Must have 2-3 years of experience as a licensed attorney in criminal prosecution or defense;
- May require some evening and weekend hours;
- Preferred but not required: prior experience handling domestic violence cases.

Knowledge, Skills, and Abilities:

- Constitutional law, criminal law, Ohio Rules of Criminal Procedure, Ohio Rules of Evidence, and Ohio Rules of Professional Conduct;
- Legal, court, and judicial procedures, rules, terminology, methods, documents, practices, and objectives;
- Applicable municipal, state, and federal laws, statutes, ordinances, and codes;
- Legal research tools and methods;
- Negotiation techniques and methods;
- English grammar, spelling, punctuation, and composition;
- Ability to think creatively and come up with solutions to issues;
- Ability to work effectively with persons from all socio-economic and cultural backgrounds;
- Ability to develop and maintain effective working relationships with others;
- Be trauma informed when speaking to victims of crime.

Examples of work:

- Manage daily assigned courtroom docket.
- Present cases in trial.
- Respond to defense motions on assigned cases.
- Perform legal research for pending legal cases.
- Serve as duty prosecutor on a rotating basis.

About the Prosecutor Division:

Located at 375 South High Street in the Franklin County Courthouse complex, the Prosecutor Division is responsible for the prosecution of misdemeanor offenses on behalf of citizens of the City of Columbus and the State of Ohio in the Franklin County Municipal Court. From case initiation in our Prosecution Resources Unit to defense of successful prosecutions in our Appellate Unit, the Division provides a wide array of services attendant to the resolution of criminal allegations and complaints. In addition to the services we provide the citizens of the City of Columbus and the unincorporated areas of Franklin County, this Division also represents, by contractual agreement, a number of Franklin County municipalities. The Division consists of Assistant City Prosecutors, the Legal Assistant Unit, the Prosecution Resources Unit, the Domestic Violence & Stalking Unit, and the Appellate Unit.

For more information, please visit our website: www.columbuscityattorney.org

Please send a cover letter and resume to Mary Lynn Caswell at mlcaswell@columbus.gov.

Civil Division
77 N. Front Street
Columbus, OH 43215
614-645-7385
Fax: 614-645-6949

Claims Section
77 N. Front Street
Columbus, OH 43215
614-645-7717
Fax: 614-724-6503

Prosecution Division
375 S. High Street
Columbus, OH 43215
614-645-7483
Fax: 614-645-8902

Real Estate Section
77 N. Front Street
Columbus, OH 43215
614-645-7712
Fax: 614-645-3913

Police Legal Advisor
120 Marconi Blvd.
Columbus, OH 43215
614-645-4530
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