

CITY OF CHILLICOTHE, OHIO
Assistant Law Director / Prosecutor Position

The Chillicothe City Law Director's Office seeks qualified candidates for its newly developed fifth part-time Assistant Law Director position. Chillicothe is a city located in Ross County, Ohio with a population of approximately 21,800. The Law Director's Office prosecutes all Ross County misdemeanor traffic and criminal cases filed in the Chillicothe Municipal Court. Additional responsibilities of the Law Director's Office include the preparation of legislation for the city and city council and providing legal guidance to area Law Enforcement Officers and City of Chillicothe Officials. The Assistant Law Director will work under the supervision of the currently elected City Law Director, Anna Villarreal.

Job Description

The Chillicothe City Law Director's Office now employs five part-time assistant law directors whose main role is to prosecute all misdemeanor and traffic offenses for the Chillicothe Police Department, Ross County Sheriff's Office, Ohio State Highway Patrol and various State and Local Departments. Additionally, the office provides legal guidance to area Law Enforcement Officers and Chillicothe City Officials; prepares legislation upon request by City Council committee chairpersons; reviews legal documents; etc.

The Assistant Law Director position is considered a half-time (or, possibly, a three-quarter) position and the holder of the position shall perform this hybrid role by fulfilling the following duties in a timely manner:

- Prosecutor in the Chillicothe Municipal Court.
- Review of the Chillicothe Codified Ordinances and drafting updates as recommended by the Chillicothe Law Director. This will involve communication with various city departments to determine if certain ordinances should be updated to better serve the community, to provide for prosecution when violations occur, etc.
- Working with Law Director's Office staff to draft and review legislation (ordinances and resolutions) prepared upon request of the Chillicothe City Council.
- Legal research relating to criminal, traffic, and civil matters.
- Additional duties as assigned by the City Law Director.

Required Qualification

- Position requires completion of a Juris Doctorate from an accredited law school, currently licensed to practice law in the State of Ohio, and in good standing with the Ohio Supreme Court.
- Prosecutorial court room experience and experience in trial work is desired.
- Excellent oral and written communication skills

Salary: Annual salary is currently set at \$45,633.56 for the half-time position. The position includes health insurance with HSA funding, dental insurance, vision plan, life insurance, 9% deferred comp pickup, and PERS contributions with employer paying 14%.

Residency: It is preferred that applicants live in Ross County or within a reasonable radius of the City of Chillicothe.

Each applicant must submit a complete resume with a cover letter that identifies the applicant's qualifications, Bar Number, and reason for their interest in the position. The *resume, cover letter, and three references* should be mailed to the attention of **Law Director, Anna Villarreal, 6 West Main Street, Chillicothe, Ohio 45601** or by email to lawdirector@chillicothelawdir.com.

THE CITY OF CHILLICOTHE, OHIO IS AN EQUAL OPPORTUNITY EMPLOYER.