

MUSKINGUM COUNTY POSITION OPENING ANNOUNCEMENT

DATE: MARCH 10, 2025

DEPARTMENT: PROSECUTING ATTORNEY'S OFFICE

POSITION TITLE: LEGAL ASSISTANT

STATUS: FULL TIME (35 hours per week)
Monday – Friday 8:30 AM – 4:30 PM

SALARY RANGE: \$35,000-\$40,000/YEAR
COMMENSURATE WITH EXPERIENCE AND QUALIFICATION

DEADLINE: OPEN UNTIL FILLED

QUALIFICATIONS:

- * Associate's Degree or Certificate in Paralegal Studies Preferred
- * Prior experience in legal field preferred
- * Proficient with Microsoft Office software
- * Strong communication skills
- * Ability to pass all pre-employment screenings

JOB SUMMARY: Position is responsible for providing critical support to the prosecuting attorney and/or assistant prosecuting attorneys related to the collection of delinquent taxes for the county treasurer. Daily tasks include, but are not limited to, drafting court documents; monitoring tax foreclosure cases for actions needed; placing ads with local newspaper; scheduling sales of foreclosed properties; maintaining case files; gathering financial information and using basic math; utilizing standard office equipment; assisting other support staff, the prosecuting attorney and assistant prosecuting attorneys as needed; independently managing time and prioritizing work effectively; and providing front desk coverage as required in rotation with other staff.

Position is eligible for Muskingum County's full benefit package including Ohio Public Employees Retirement System; medical/dental/vision/life insurance; Accrued Paid Time Off (Sick, Vacation, and Personal Time).

If interested, send completed Cover Letter, Application and Resume to:

**RONALD L. WELCH, PROSECUTING ATTORNEY
MUSKINGUM COUNTY PROSECUTING ATTORNEY'S OFFICE
27 N. 5th STREET, STE 201
ZANESVILLE, OH 43701
EMAIL: RLWELCH@MUSKINGUMCOUNTY.ORG**

EOE

Welcome to the Muskingum County Prosecutor's Office

About Us:

At the Muskingum County Prosecutor's Office, we hold high not only our commitment to justice but also our unwavering dedication to our work-family balance. Our team includes 12 accomplished attorneys and 16 dedicated support staff members. We work collaboratively to uphold justice, protect our community and support each other in all aspects of our professional and personal lives.

Our Values:

1. **Family-Centric Culture:** Family is at the core of who we are. We foster a close-knit, supportive atmosphere where everyone feels like they belong. We understand that life happens, and when special circumstances arise, we offer the grace and flexibility needed to navigate through them.
2. **Balanced Work Environment:** While our work is often high-pressure and fast-paced, we believe in striking a balance. Our work environment provides a welcoming atmosphere where everyone can thrive.
3. **Transparency:** When you join our team, you can expect a clear and transparent explanation of your duties and responsibilities, as well as your path for advancement. We believe that open communication is key to success and personal growth.
4. **Mentorship:** We value the growth and development of our team members. As part of our commitment to mentorship, experienced colleagues are willing and available to provide guidance and support.

Join Us:

If you are passionate about the pursuit of justice, value a supportive work environment, and seek opportunities for personal and professional growth, we invite you to consider joining our team at the Muskingum County Prosecutor's Office.