

MUSKINGUM COUNTY POSITION OPENING ANNOUNCEMENT

DATE: MARCH 10, 2025

DEPARTMENT: PROSECUTING ATTORNEY'S OFFICE

POSITION TITLE: ASSISTANT PROSECUTING ATTORNEY
(Civil Division, Tax Department)

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

SALARY RANGE: \$75,000/YEAR
COMMENSURATE WITH EXPERIENCE AND QUALIFICATION
A relocation stipend is available as residence within Muskingum County is preferred. A one-time signing bonus is also negotiable.

DEADLINE: INSIDE/OUTSIDE APPLICANTS: MONDAY, MARCH 31, 2025
(Applications and/or resumes received or postmarked after deadline will not be considered)

QUALIFICATIONS:

- *Admission to the Ohio Bar per Section 4705.01 of the Ohio Revised Code, in good standing.
- *Strong communication skills.
- *Ability to pass all pre-employment screenings.
- *Must be available to work in the office daily during regular business hours, with the ability to work during some extended hours as circumstances may require. This is a full-time position, and no private practice is allowed.
- *Must be able to work both collaboratively and independently with existing team members and be receptive to guidance and instruction in becoming familiar with the specific requirements of the local collection process.
- *Must possess the ability to effectively manage time and meet deadlines.
- *Must possess outstanding research and writing skills and have or be willing to acquire requisite understanding of relevant law and regulations.
- *Must possess the ability to temper fairness with a strong dedication to the principles of tax collection within the bounds of law and ethics.
- *Must have a strong work ethic, excellent attention to detail and the ability to perform generally repetitive tasks over the long term.
- *Must be able to operate standard office equipment and have adequate skills in typing, creating, and printing legal documents on computer with limited assistance.
- *Must be able to work professionally with members of the Prosecutor's Office, opposing counsel, court personnel, and the public.

JOB SUMMARY: The Muskingum County Prosecutor's Office is seeking applicants for a full-time assistant prosecutor in the Civil Division. This position is newly created to assist the current attorney due to increasing demands. The current attorney will provide guidance and mentoring as part of this position. Primary duties will involve the collection of delinquent real estate taxes in conjunction with the current team. Specific duties will include the preparation and prosecution of real property tax foreclosures, searching and/or reviewing title considerations, written and verbal correspondence with members of the public in regard to delinquencies, and advising and assisting the Treasurer's Office regarding the same. General experience with bankruptcy claims a plus. Further responsibilities include advising other offices in regard to tax, real property and related matters including the Auditor, Recorder, Commissioners, Sheriff, and Board of Revision. May be called upon to assist with any other civil matters handled by the Prosecutor's Office as may be necessary. Focus will be primarily on office work with limited courtroom exposure. Attends meetings, conferences, workshops, and other training sessions as needed. Performs other duties and/or special projects as assigned.

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.