

MUSKINGUM COUNTY

POSITION OPENING ANNOUNCEMENT

DATE: SEPTEMBER 19, 2025

DEPARTMENT: PROSECUTORS OFFICE

POSITION TITLE: ASSISTANT PROSECUTING ATTORNEY – FELONY DIVISION

STATUS: FULL TIME
Monday – Friday 8:30 AM – 4:30 PM

SALARY RANGE: \$85,000 YEAR
COMMENSURATE WITH EXPERIENCE AND QUALIFICATIONS
SIGNING AND/OR RELOCATION BONUS NEGOTIABLE

DEADLINE: OPEN UNTIL POSITION IS FILLED

QUALIFICATIONS:

- Licensed to practice law in Ohio under Section 4705.01 of the Ohio Revised Code
- Litigation and jury trial experience, preference for experience prosecuting felony cases
- Strong communication, writing, and research skills
- Ability to pass all pre-employment screenings.

JOB SUMMARY:

The Assistant Prosecuting Attorney in the Felony Division will take on a challenging and meaningful caseload gaining exposure to a wide variety of felony offenses including homicides, complex drug cases, sexual assault and child abuse.

The successful candidate will inherit an active caseload and receive hands-on supervision and mentorship from an experienced senior prosecutor to ensure a smooth transition. This position requires collaboration with law enforcement, victims, defense counsel, and court personnel, making strong advocacy and communication skills essential.

We are seeking an attorney who is driven to achieve justice for victims, committed to protecting the community, and capable of growing into a leadership role within our office.

Key Responsibilities:

- Review and prepare cases for prosecution
- Represent the State at arraignments, pre-trial conferences, motion hearings, and jury trials
- Assist attorneys in other divisions when needed
- Develop trial strategy and present evidence effectively in court
- Provide guidance and support to victims of crime throughout the legal process

Why Join the Muskingum County Prosecutor's Office?

About Us

Our office is built on a foundation of teamwork, excellence, and balance. With 16 attorneys and 18 support staff, we operate as a close-knit team dedicated not only to the pursuit of justice but also to supporting one another professionally and personally.

We provide the tools and resources attorneys need to succeed, including:

- Dedicated administrative assistants for each attorney
- In-house IT support for trial exhibits and technology in the courtroom
- In-house public relations staff to keep our community engaged and informed
- Data analyst
- A clear path for career advancement opportunities

For qualified Muskingum County residents, competitive loan repayment programs up to \$50,000 may be available. For the right candidate, a signing or relocation bonus is possible.

Our Core Values

1. **Family-Centric Culture** – We believe in treating our team as family. Life happens, and we offer the flexibility and grace needed to navigate it.
 2. **Balanced Work Environment** – While the work is serious and fast-paced, we provide a welcoming environment where attorneys can thrive.
 3. **Transparency** – Duties, expectations, and advancement paths are clearly communicated, ensuring you know where you stand and how to grow.
 4. **Mentorship** – Experienced attorneys are committed to guiding and supporting newer team members as they build their careers.
-

How to Apply

Submit a cover letter, application, and resume to:

Ron Welch, Prosecuting Attorney
Muskingum County Prosecutor's Office
27 N. 5th Street, Suite 201
Zanesville, OH 43701

Email: RLWelch@muskingumcounty.org

EOE