

JOB DESCRIPTION FOR ASSISTANT PROSECUTING ATTORNEY

Do you have passion to provide a meaningful contribution to your community with the goal of protecting children in Ohio County? If so, the Ohio County Prosecuting Attorney's Office has the right job opportunity for you.

We are looking for an enthusiastic Assistant Prosecuting Attorney who will represent the West Virginia Department of Health and Human Resources (WVDHHR) in filing and managing the child abuse and neglect cases filed in Ohio County.

JOB TITLE:

ASSISTANT PROSECUTING ATTORNEY

- Assistant Ohio County Prosecuting Attorney to represent the West Virginia Department of Health and Human Resources in child abuse and neglect matters
- This position would report to the Ohio County Prosecuting Attorney.

JOB OVERVIEW:

This position would represent the West Virginia Department of Health and Human Resources (WVDHHR) Division of Child Protective Services (CPS) in Ohio County in child abuse and neglect matters.

BENEFITS:

- Retirement
- Health Insurance
- Dental and Vision Insurance
- Paid Vacation
- Paid Sick Days
- Ability to apply for student loan forgiveness once you meet the criteria
- This position offers a unique opportunity to gain valuable courtroom experience and contribute to the protection of children in Ohio County
- Ohio County is an Equal Opportunity Employer
- Ohio County advises job applicants that it does not discriminate on the basis of disabled status
- Ohio County is a smoke-free and drug-free workplace

QUALIFICATIONS:

- Law Degree from an accredited law school.
- Licensed to practice law in the state of West Virginia.
- Admission to and maintenance of licensure by the West Virginia State Bar within six months of hire date;

- Must possess excellent research and writing skills, as well as be able to speak clearly and argue in court;
- Prior experience and knowledge of the statutes, rules and caselaw addressing child abuse and neglect cases in West Virginia, jurisdiction, child custody, and related permanency issues is a plus but not required. Training will be provided, as well as opportunities to participate in continuing education. If this knowledge is not already possessed, applicant should be self-motivated and capable of learning such law and issues quickly.
- Proficient in the use of computers and basic computer programs such as Word, Outlook, Excel, etc.
- Must possess qualities of fairness, a strong work ethic, and have the highest integrity;
- Must be dedicated and reliable.

RESPONSIBILITIES AND DUTIES:

- Provide legal advice and recommendations to the county's WVDHHR and its CPS case workers, supervisors and management employees in cases that involve the removal of children from their homes and/or protective supervision of children who are at risk of or have been abused and/or neglected. This would include providing legal advice after hours for emergency situations and when it is needed to prepare for an upcoming matter, as well as addressing both simple and complex cases.
- Responsible for legally representing the WVDHHR in child abuse and neglect cases in Ohio County, including preparing and amending petitions, motions, witness and exhibit lists, briefs, proposed findings of fact and conclusions of law, discovery requests and responses, and orders. This requires factual assessment of cases, identifying parties and issues, legal research, reviewing documents, gathering evidence, conduct direct and cross-examination of witnesses, make oral arguments and present evidence and testimony for preliminary, adjudicatory, dispositional and permanent placement hearings, and update the court during status hearings.
- Effectively argue and advocate the WVDHHR's position and plans for the children and families it is involved with, primarily in the Ohio County Circuit Court in the First Judicial Circuit, but this could include other counties, if appointed as a Special Prosecutor.
- Handle a substantial amount of court appearances, trial preparation, multi-disciplinary treatment meetings, communications with CPS workers and other involved persons and attorneys;
- Performs all other duties assigned, delegated or required of an Assistant Prosecuting Attorney as well as those prescribed by law.
- Attend staff meetings, multi-disciplinary treatment meetings, and any required continuing education as directed;

SKILLS:

- Ability to gather and analyze data as it relates to the management of abuse and neglect caseloads; to present statement of facts and law; to present arguments clearly and logically;
- Ability to implement best practice with the end goal resulting in the best interest of the children, providing safety, permanency and well-being of the children and their families;
- Ability to effectively interact and communicate with a broad population of individuals with varying levels of education, diverse socioeconomics and cultural backgrounds, including the ability to communicate effectively in writing as appropriate for the needs of the audience;
- Ability to maintain working relationships with pro se litigants, public defenders, assigned counsel, guardian ad litem, case workers, court appointed special advocates, law enforcement, family members, court staff, support staff, and other members of the prosecutor's office;
- Understand and be able to communicate the relevant law and legal issues applicable to a case.
- Ability to maintain confidentiality as required by law in child abuse and neglect cases in West Virginia.
- Ability to conduct business in accordance with federal statutes and guidelines, the West Virginia Code, the West Virginia Rules of Procedure for Child Neglect and Abuse.
- Ability to work under pressure of deadlines and handle a high volume of cases;
- Ability to multi-task and manage time effectively for a large caseload;