



Massillon Civil Service Commission

NOTICE OF EMPLOYMENT

The Massillon Civil Service Commission is now hiring for the position of **Assistant Prosecutor** for the Massillon Law Department.

SALARY: \$53,700.00 - \$70,400.00 Full-Time UNCLASSIFIED

BENEFITS: The City of Massillon offers a benefit package that includes:
Comprehensive Health Care Insurance
Retirement Plan
Paid Vacation
Sick Leave Benefit
Paid Holidays

To be eligible, you must complete a formal application for the City of Massillon found on the City website Massillonohio.gov/jobs. Applications will be accepted through December 29, 2023. **You MUST submit a resume and cover letter with your City application. Failure to submit a resume and cover letter will disqualify you.**

The resume and cover letter will be examined to create a certified eligibility list.

JOB RESPONSIBILITIES:

Responsibilities include, but are not limited to, the prosecution of misdemeanor criminal cases and case reviews for various agencies. Candidates must be a licensed attorney in the State of Ohio. Candidates shall have strong analytical skills, honed legal research and writing abilities, disciplined work habits, and the ability to litigate effectively in a courtroom setting. Salary will be commensurate with qualifications and experience. Interested parties should submit a cover letter, resume, and references to JRichard@massillonohio.gov.

MINIMUM QUALIFICATIONS:

- Licensed Attorney in the State of Ohio

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Candidates shall have strong analytical skills, honed legal research and writing abilities, disciplined work habits, and the ability to litigate effectively in a courtroom setting.

BONUS INFORMATION:

BONUS CREDIT – DOCUMENTATION & STANDARDS

Military: An additional credit of twenty percent (20%) for those that have completed **One hundred eighty days (180) of active duty** serving service to executive order of the President of the USA or an act of Congress.

An additional credit of fifteen percent (15%) for those that have completed **Initial entry-level training, or a retired member of a reserve** component of the Armed Forces of the United States, including the Ohio National Guard.

- *Applicants must submit a certificate of service or Honorable Discharge (DD-214-Long Version) as proof of honorable military service and discharge to receive credit.*

Additional Examinations: Candidates receiving a conditional offer of employment will be required to pass a pre-employment medical examination, drug screen and background check.

REASONABLE ACCOMMODATION

Applicants with a disability requiring accommodation at any phase during the testing process must advise the Civil Service Commission in writing at the time of application to permit accommodations. Failure to notify the Commission of any disability requiring accommodation after the application deadline may result in the Commission's inability to accommodate any disability.

EQUAL EMPLOYMENT OPPORTUNITY

The City of Massillon is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, gender, national origin, age, political affiliation, or any other non-merit factor.