

CAREER OPPORTUNITY

CITY OF DAYTON, OHIO

ASSISTANT ATTORNEY I

APPLICATIONS MUST BE SUBMITTED ONLINE:

February 16, 2018 THRU March 30, 2018

jobs.daytonohio.gov



ISSUE DATE: February 16, 2018

DEPARTMENT: LAW

SALARY RANGE: \$55,140.80 to \$74,588.80

RESPONSIBILITIES: Assistant Attorney I is a professional entry-level position that provides a variety of legal services, which may be civil, traffic, administrative, or criminal law related. Responsibilities include providing legal counsel and representation to the City and its various departments, agencies, boards, officials and employees. The incumbent performs legal research and is responsible for drafting memoranda, pleadings, briefs, contracts, ordinances, resolutions, legislation proposals, leases, deeds, purchase agreements and administrative regulations and policies on behalf of the City. The Assistant Attorney I may be required to handle criminal and traffic prosecutions, provide representation at administrative tribunals, and before municipal and state common pleas courts, including both jury and non-jury matters. Incumbent is expected to stay informed of municipal, criminal, and any related fields of law and fulfill all Continuing Legal Education (CLE) requirements.

MINIMUM QUALIFICATIONS: Must possess a Juris Doctorate (J.D.) **AND** be a member in good standing of the Ohio Bar or be capable of becoming so within 6 months from date of appointment. Degree must be from a college or university that is accredited by the U.S. Department of Education through the North Central Association of Colleges and Universities or equivalent region. Must be licensed to practice law in the State of Ohio within 6 months of appointment and maintain thereafter as a term and condition of continued employment. Must possess a valid driver's license at time of appointment and maintain thereafter as a term and condition of continued employment.

Applications must specifically address each of the minimum qualifications, directly showing how each is met.

Your online application must be submitted by March 30, 2018. A complete position description may be obtained from the Civil Service Board Office.

GENERAL EMPLOYMENT REQUIREMENTS

Final permanent appointment is contingent upon the applicant passing a job-related medical examination, including drug screen, and providing documentary evidence of Employment Authorization and Identity.

Appointment to positions in this classification will require applicants to pass a police background investigation.

An Equal Employment Opportunity Employer M/F/H

BENEFITS

- * 12 vacation days, 3 personal leave days and paid holidays
- * Supplementary leave for consecutive years of service
- * 15 days of sick leave per year (maximum 140 days)
- * Ohio Public Employees Retirement System (Ohio PERS)
- * City-paid basic term life insurance and optional additional coverage
- * Medical and dental plan options

CITY OF DAYTON

Dayton blends big-city amenities of theatre, dance, music, art galleries, restaurants and coffee houses with the small-town atmosphere of historic neighborhoods, professional sports, neighborhood priority boards and outdoor recreation. Below is a selection of popular destinations in Dayton:

Night Life

First Fridays
Victoria Theatre
Human Race Theatre Company
Schuster Performing Arts Center
Dayton Contemporary Dance Company

Recreation & Sports

Five Rivers MetroParks
Dayton Dragons baseball team

Fun to See, Do and Learn

Dayton Air Show
Woodland Cemetery
Dayton Art Institute
Carillon Historical Park
SunWatch Indian Village
Dayton Visual Arts Center
America's Packard Museum
Boonshoft Museum of Discovery
The Dayton Aviation Heritage National Historical Park

Music & More

Dayton Opera
Appalachian Festival
Dayton Blues Festival
Dayton Jazz Festival
Dayton Philharmonic Orchestra

Uniquely Downtown Dayton

RiverScape
Oregon Arts District
Dayton International Peace Museum

Dayton's Historic Neighborhoods

Dayton View Historic District
Grafton Hill Historic District
Huffman Historic District
Kenilworth Historic Neighborhood
McPherson Town Historic District
Oregon Historic District
South Park Historic District
St. Anne's Hill Historic District
Wright Dunbar Historic District

These attractions, plus a low cost of living and a wide choice of schools, make Dayton a fun and practical home for families and singles.