



Paul J. Gains Mahoning County Prosecuting Attorney

For Immediate Release.

The Mahoning County Prosecuting Attorney is seeking a full-time communications and information technology assistant to assist with the design, development and presentation of programs, initiatives and documents created through common software such as Microsoft Office, Google Docs, Adobe, etc.

Essential functions of this job include:

- Assist attorneys working in the criminal division with trial preparation, including the creation and presentation of exhibits through data technology for use during trial.
- Schedule meetings, manage changes to a schedule, and keep the lawyer informed of the day's activities.
- Work collaboratively with Office's leadership team to effectively communicate with both internal and external audiences.
- Coordinate and implement administrative projects such as process/procedure improvement in support of management and the organization.
- Write content for the Office's website, social media platforms, and newsletter.
- Assist with the development of written materials such as annual reports, brochures, reports, newsletters, articles, social media campaign, and news releases designed to educate and inform media sources, the public, and the County.
- Compile, maintain and organize status and records of cases opened, appealed, dismissed, closed, denied, or otherwise received and processed in the office.
- Provide case statistics using a computer; prepare monthly case and offense statistical reports.
- Edit, review and proof reports and other materials generated by others.
- Communicate effectively both verbally and in writing in a professional manner using appropriate grammar, speech, diction and expression with media, County employees and the public, including audiences of various social, cultural, ethnic, educational and economic backgrounds.
- Keep staff updated as to issues involving Prosecutor's Office.
- Assist in the preparation of news releases.
- Accompany members of the Leadership Team to events and ensure photographs are taken for distribution on Facebook, newsletter, etc.
- Assist with the preparation of informational materials relating to topics dealing with the Prosecutor's Office (Identity Theft, Child Abductions, etc.)



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Desired Qualifications:

A Bachelor's degree in marketing, communications, journalism or closely related field with a minimum of two years' experience or any equivalent combination of experience and education is required. Experience working in a government office and/or working with an elected official is preferred.

Compensation will be commensurate with experience. Full-time employees are eligible for a comprehensive benefits package including medical insurance, benefit leave and paid holidays, and retirement benefits through the Ohio Public Employees Retirement System.

Please send by mail or email: (1) Mahoning County Employment Application (download at <https://www.mahoningcountyoh.gov/DocumentCenter/View/21523/County-Employment-Application?bidId=>); (2) Resume; and (3) Cover Letter stating your ability to address the responsibilities of the position to: Mahoning County Prosecuting Attorney, 21 W. Boardman Street, 6th Floor, Youngstown, OH 44503, or via email at prosecutor@mahoningcountyoh.gov, no later than 4:00 p.m. on October 5, 2021.

The Mahoning County Prosecuting Attorney's Office is an Equal Opportunity Employer.