

JOB POSTING



Oakwood Village

Job Title:	Full Time	Job Category:	Assistant Law Director Prosecutor
Department/Group:	Law	Schedule	40 Hours a week
Location:	Village Hall	Travel Required:	Less than 5%
Level/Salary Range:	Commensurate with experience	Position Type:	Full Time non-exempt
Contact:	Erica Nikolic	Date Posted:	April 1, 2026
External Posting URL:	Village Website https://www.oakwoodvillageoh.com/		
Applications Accepted By:			
EMAIL: Email: enikolic@oakwoodvillageoh.com Subject Line: Permit Technician	MAIL -OR- IN PERSON Erica Nikolic Village of Oakwood 24800 Broadway Avenue Oakwood Village OH 44146 IF IN PERSON, IT MUST BE BY 4:30P.M. BUSINESS DAY		
Job Description			

Job Description - Exhibit A

The duties of the Assistant Law Director/Prosecutor position shall be performed by attorneys-at-law duly admitted to the Bar of the State of Ohio who shall hold a current license to practice law in the State of Ohio.

The duties of the Assistant Law Director/Prosecutor shall be performed at the direction and under the supervision of the Director of Law.

The Assistant Law Director/Prosecutor shall perform such duties as assigned by the Director of Law including, but not limited to, the following:

- Prosecuting all aspects of criminal and traffic offenses committed within the jurisdiction of the Village including:
 - Aiding, assisting and advising the Police Department in the review and preparation of traffic and criminal charges in the Bedford Municipal Court and the Court of Common Pleas of Cuyahoga County.
 - Conferring with the Chief Building Official and Building Department staff as to appropriate charges for violations of the Oakwood Village Building and Zoning Codes.
 - Assisting the Chief Building Official and Building Department staff in issuing subpoenas for cases in which criminal citations have been issued for prosecution in the Bedford Municipal Court.
 - Appearing before the Bedford Municipal Court for the recurring arraignment, pre-trial, bench trial and jury trial dockets.
 - Responding to the discovery requests of defendants and attorneys in criminal and traffic cases brought by the Village in the Bedford Municipal Court.
 - Notifying and conferring with all victims of crime entitled to notice of proceedings and appearances before the court.
 - Preparing all evidence and conferring with all witnesses to be presented to the court in support of the Village's position in each traffic and criminal case initiated by the Village.
 - Preparing all motions, briefs and other documents and supporting memoranda to the court in support of the Village's prosecutions.
 - Conducting all research, briefing and oral arguments before the Eighth District Court of Appeals and Ohio Supreme Court in all pending appeals from decisions of the Bedford Municipal Court.
 - Presenting evidence and testimony to the Bedford Municipal Court to establish probable cause in felony cases for bind-over to the Cuyahoga County Court of Common Pleas;
 - Conferring with the Oakwood Village Detective Bureau for presentation of cases to the County Prosecutor's Office for potential felony cases for indictment by the Cuyahoga County Grand Jury.
- Periodically advising the Police Department of any changes in Ohio and/or federal law which impact the enforcement of local and state criminal laws by the Village and conducting training conferences as necessary or upon request of the Chief of Police.
- Advising the Architectural Board of Review, Planning Commission, and Zoning Board of Appeals including the following:
 - Attendance at all meetings and advising those bodies concerning the legal requirements of the Oakwood Village Planning and Zoning Codes.
 - Preparing memoranda as necessary to advise those bodies concerning compliance with the Village Building and Zoning Codes including the granting or denial of variances and conditional use permits.
 - Conferring and reviewing with the Law Director, Village Engineer and Chief Building Official all legal, building and engineering requirements pertaining to applications filed and/or scheduled for hearing before the Architectural Board of Review, Planning Commission and Board of Zoning Appeals.

- Advising the Chief Building Official and Building Department staff including the following:
 - New case law or amendments to statutes or regulations that affect the Village's ability to prosecute building and zoning cases.
 - Whether or not abandoned properties may be subject to demolition and insuring compliance with all notice and hearing requirements for possible condemnation.
 - Application and enforcement of the Village's point of sale ordinances.
- **Assisting the Law Director and/or other Village defense counsel in all civil actions and appeals initiated by or against the Village or its officials or employees in any state or federal courts.**
- **Such other and additional duties as requested by the Law Director.**

Qualified applicants may submit a resume, via e-mail to (enikolic@oakwoodvillageoh.com).

The Village of Oakwood is an Equal Opportunity-Affirmative Action Employer