



SHAYLA D. FAVOR

FRANKLIN COUNTY PROSECUTING ATTORNEY

POSITION TITLE:	Assistant Prosecuting Attorney (Criminal Division – Juvenile Unit)
IMMEDIATE SUPERVISOR:	Chief Counsel, Juvenile Division
HOURS:	Monday - Friday, 8am - 5pm
STARTING SALARY:	Negotiable depending on experience
MINIMUM REQUIREMENTS:	Bachelor's Degree Juris Doctorate Admission to Ohio Bar pursuant to Section 4705.01 of the Ohio Revised Code
FLSA:	Exempt
CLASSIFICATION:	Unclassified

ORGANIZATION SUMMARY: The mission of the Franklin County Prosecutor's Office is to thoroughly and vigorously prosecute criminal offenders in order to protect the citizens of Franklin County and obtain justice for victims of crime, as well as to professionally, equitably, and efficiently provide legal representation and advice to governmental clients within the bounds of law and ethics.

POSITION SUMMARY: The Assistant Prosecuting Attorney (APA) in the Juvenile Unit is an attorney interested in juvenile and criminal law who has a firm foundation in legal research and writing, good time-management skills, and a willingness to participate in trials. The APA will prosecute unruly, misdemeanor, and felony delinquency complaints of juvenile defendants filed in the Franklin County Court of Common Pleas, Juvenile Division, as well as juvenile traffic offenses. The APA will also prosecute civil abuse, neglect, and dependency complaints. The APA will operate standard office equipment, including but not limited to telephone, computer, laptop, printer, fax, copier, calculator, and other necessary office equipment. This position requires high levels of confidentiality.

ESSENTIAL FUNCTION AND RESPONSIBILITIES:

- Handle a docket of felony, misdemeanor, unruly, traffic, and abuse/neglect/dependency cases.
- Prepare cases for trial, including contacting victims and witnesses.
- Present cases for trial.
- Analyze legal issues.
- Draft subpoenas and requests for records.
- Represent the State of Ohio in daily court hearings.
- Conduct legal research on various legal issues.
- Prepare motions and legal briefs.
- Work professionally with defense attorneys, court personnel, law enforcement agencies, and the public.

Franklin County Office Tower • 373 South High Street, Columbus, Ohio 43215-6318
Criminal Division • (614) 525-3555 • Fax (614) 525-6103
Civil Division • (614) 525-3520 • Fax (614) 525-6012
Juvenile Division • (614) 525-4440 • Fax (614) 525-6072

CORE COMPETENCIES:

- Critical thinking and decision making when assessing and providing information with an understanding of the flow of cases through the criminal justice system.
- Exercise extreme attention to detail when producing accurate, thorough, organized and useful work products.
- Quick learning ability when new tasks are required.
- Prioritize all job duties to ensure accurate and timely completion.
- Exercise good time management
- Possess excellent research and writing skills with requisite understanding of relevant legal issues
- Knowledge of computers and computer operating systems with ability to learn Matrix case management system
- Must possess qualities of fairness, a strong work ethic, have the highest integrity
- Able to conduct business in accordance with federal statutes and guidelines and the Ohio Revised Code
- Able to perform all other duties assigned, delegated or required of the Assistant Prosecuting Attorney as well as those prescribed by law

PHYSICAL REQUIREMENTS

The Assistant Prosecuting Attorney frequently types, handles materials, manipulates office equipment, and moves to and from and operates copier and fax machines. The Assistant Prosecuting Attorney generally works in an office and courtroom setting where the noise level in the work environment is usually moderate. The Assistant Prosecuting Attorney must be able to be present in the office during normal work hours and routinely travel to and from the county government and courthouse complex.

BENEFITS SUMMARY

- Medical, Dental, Vision and Behavioral Health, and Prescription Drug Coverage
- Employee Assistance Program
- Disability and Life Insurance
- Ohio Public Employees Retirement System (OPERS)
- Deferred Compensation
- Generous Paid Time Off Accrual
- Ten Paid Holidays
- Tuition Reimbursement
- Company-Paid Training and Development
- Commuter Program

Please submit resume and cover letter to
Franklin County Prosecutor's Office - 373 S. High St., Columbus, Ohio 43215
Human Resources – prat-hr@franklincountyohio.gov

The Prosecutor is an equal employment opportunity employer. Employment decisions are based on merit and business needs, and not on color, race, national origin, age, sex, sexual orientation, gender identity, religion, veteran status, marital status, a disability that does not prohibit performance of essential job functions, genetic information or any other status protected by applicable law.

The Prosecutor has a strict policy against any form of unlawful discrimination. This policy prohibits both discrimination based on any of the protected characteristics described in previous paragraph, and retaliation against a person who opposes or complains about prohibited conduct or who participates in any way in the complaint, investigation, or reasonable accommodation processes.

The Prosecutor prohibits such harassment by or against all employees, vendors, clients and visitors. It is the policy of the Prosecutor to provide a working atmosphere free from discriminatory insult, intimidation and other forms of harassment.