



SHAYLA D. FAVOR

FRANKLIN COUNTY PROSECUTING ATTORNEY

POSITION TITLE:	Assistant Prosecuting Attorney (Drug Unit)
IMMEDIATE SUPERVISOR:	Director, Drug Unit
HOURS:	8am - 5pm, Monday - Friday
STARTING SALARY:	\$80,000 - \$90,000; Negotiable depending on experience
MINIMUM REQUIREMENTS:	Juris Doctorate from ABA accredited law school; Admission to Ohio Bar pursuant to Section 4705.01 of the Ohio Revised Code; 2+ years practicing as a licensed attorney; Trial experience strongly preferred;
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) is an attorney who has a firm foundation in legal research and writing, good time-management skills, and a willingness and desire to participate in trials. The APA will represent the State of Ohio in criminal and/or delinquency prosecutions in the Common Pleas Court of Franklin County and/or Franklin County Municipal Court Divisions. The APA will engage in case development, courtroom advocacy, and collaboration with law enforcement, victims, witnesses, and other stakeholders. The APA must maintain confidentiality, demonstrate excellent legal acumen, and perform duties with professionalism.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

- Prepare and present cases for Grand Jury and/or trial, including contacting victims and witnesses regarding drug cases.
- Utilize knowledge of victim services, including legal protections and resources for victims.
- Analyze legal issues; conduct legal research on various legal issues.
- Prepare motions and legal briefs; draft subpoenas and requests for records.
- Work professionally with defense attorneys, court personnel, law enforcement agencies, and the public.
- Engage with investigative techniques related to drug trafficking, including wiretaps, surveillance, and undercover operations.
- Prosecute cases involving illegal trafficking of dangerous drugs and human beings, targeting cartels and transnational criminal organizations.
- Perform all other duties assigned or delegated to, or required of, the Assistant Prosecuting Attorney, as well as those prescribed by law.



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MINIMUM QUALIFICATIONS:

- Juris Doctor (J.D.) degree from an accredited law school.
- Active membership in the Ohio State Bar Association.
- In-depth knowledge of criminal law, procedural rules, constitutional law, and case law.
- Expertise in trial preparation, courtroom procedure, appellate advocacy, legal terminology and court procedures.
- Work professionally with defense attorneys, court personnel, law enforcement agencies, and the public.
- Proficiency in Microsoft Office Suite and MATRIX software.

PREFERRED QUALIFICATIONS:

- Experience on felony drug trafficking cases; complex multi-defendant felony cases; RICO cases and drug-related homicides.
- Experience in a large urban prosecuting office, such as Franklin County, with exposure to a high volume of complex cases.
- Familiarity with community-based restorative justice programs and a commitment to promoting fair and just outcomes.

CORE COMPETENCIES:

- Must maintain confidentiality, demonstrate excellent legal acumen, and perform duties with professionalism.
- Critical thinking and decision-making skills
- Detail oriented
- Flexible and adaptable
- Quick learning ability when new tasks are required
- Prioritize all job duties to ensure accurate and timely completion of responsibilities
- Strong time management skills
- Possess excellent research and writing skills with requisite understanding of relevant legal issues
- Trauma-informed communication and ability to build trust with vulnerable individuals, including children
- 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 while maintaining confidentiality
- Consistently conduct business with ethical practices 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



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PHYSICAL REQUIREMENTS

The APA frequently types, handles materials, manipulates office equipment, and moves to and from and operates copier and fax machines. The APA 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 routinely travel around the county government and courthouse complex and be present in the office during normal work hours with attendance and punctuality of particular importance.

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)
- Optional Deferred Compensation
- Generous Paid Time Off Accrual
- Eleven Paid Holidays
- Tuition Reimbursement
- Company-Paid Training and Development
- Commuter Program

Offers of employment are contingent upon successful completion of a background check.

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.