



# SHAYLA D. FAVOR

## FRANKLIN COUNTY PROSECUTING ATTORNEY

<b>POSITION TITLE:</b>	Assistant Prosecuting Attorney (Drug Unit)
<b>IMMEDIATE SUPERVISOR:</b>	Director , Drug Unit
<b>HOURS:</b>	Monday - Friday, 8am - 5pm
<b>STARTING SALARY:</b>	Negotiable depending on experience
<b>MINIMUM REQUIREMENTS:</b>	Bachelor's Degree Juris Doctorate Admission to Ohio Bar pursuant to Section 4705.01 of the Ohio Revised Code
<b>FLSA:</b>	Exempt
<b>CLASSIFICATION:</b>	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 to participate in trials. The APA will represent the State of Ohio in criminal prosecutions in the Common Pleas Court of Franklin County and/or Franklin County Municipal Court. This position requires high levels of confidentiality.

### 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 and human 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.

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

- Familiarity with community-based restorative justice programs and a commitment to promoting fair and just outcomes.

**ESSENTIAL FUNCTION AND RESPONSIBILITIES:**

- Prepare and present cases for Grand Jury and/or trial, including contacting victims and witnesses regarding drug and human trafficking cases.
- Utilize knowledge of victim services, including legal protections and resources for victims of human trafficking.
- 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 and human trafficking, including wiretaps, surveillance, and undercover operations.
- Perform all other duties assigned or delegated to, or required of, the Assistant Prosecuting Attorney, as well as those prescribed by law.

**SUCCESSFUL CANDIDATE PROFILE:**

- Knowledge about of the drug and human trafficking apparatus nationally, with specificity with Franklin County
- Critical thinking and decision making skills
- Detail oriented
- Flexible and quick-thinking
- Quick learning ability when new tasks are required
- Prioritize all job duties to ensure accurate and timely completion of responsibilities
- 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
- Maintain confidentiality
- 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 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 APA must be able to be present in the office during normal work hours and routinely travel to and from court.

## **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
- Ten Paid Holidays
- Tuition Reimbursement
- Company-Paid Training and Development
- Commuter Program

This offer is contingent upon a successful background check. This office observes COVID-19 protocols and may require employees to be either vaccinated or test frequently.

**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](mailto: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.