



SHAYLA D. FAVOR

FRANKLIN COUNTY PROSECUTING ATTORNEY

POSITION TITLE:	Assistant Prosecuting Attorney (Criminal/General Felony)
IMMEDIATE SUPERVISOR:	Chief Counsel, General Felony Unit
HOURS:	Monday - Friday, 8am - 5pm
STARTING SALARY:	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
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 FUNCTION AND RESPONSIBILITIES:

- Prepare cases for trial and hearings, including gathering evidence, contacting victims and witnesses, and coordinating with law enforcement.
- Present cases at trial, arraignments, hearings, and Grand Jury proceedings.
- Conduct legal research and analyze applicable laws, precedents, and procedural issues.
- Draft motions, legal briefs, subpoenas, and discovery requests.
- Communicate and negotiate effectively with defense counsel, court personnel, law enforcement, and victims.
- Maintain accurate and timely case records using the Matrix case management system and other office software.
- Perform other duties assigned by supervisors or as required by law.

CORE COMPETENCIES:

- 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 while maintaining 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 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

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

This offer is contingent upon a successful 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.