



SHAYLA D. FAVOR

FRANKLIN COUNTY PROSECUTING ATTORNEY

POSITION TITLE:	Assistant Prosecuting Attorney (SVU)
IMMEDIATE SUPERVISOR:	Director, Special Victims Unit
HOURS:	8am - 5pm, Monday - Friday
STARTING SALARY:	\$85,000 - \$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; Familiarity with digital evidence collection and utilization considered a plus.
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. The Special Victims Unit prosecutes sexual assaults of both children and adults; homicides of children and intimate partners; human trafficking; the most serious offenses of domestic violence and strangulation; and child pornography.

POSITION SUMMARY: The Assistant Prosecuting Attorney (APA) in the Special Victims Unit (SVU) is an attorney who has a firm foundation in legal research and writing, good time-management skills, and a desire to participate in trials. The APA will engage in case development, courtroom advocacy in collaboration with law enforcement, victims, witnesses, and other stakeholders while representing the State of Ohio in criminal prosecutions in the Common Pleas Court of Franklin County and the Franklin County Municipal Court Divisions.

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.



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- Serve as a liaison with external partners (e.g., the Center for Family Safety and Healing, Forensic Nursing Network, Internet Crimes Against Children Task Force) to ensure collaboration and goal alignment while maintaining subject matter expertise through ongoing training and awareness of emerging trends and regulatory updates.
- Both an ability and willingness to empathize with victims, including young children, in discussing difficult and sensitive subject matter.
- Perform other duties assigned by supervisors or as required by law.

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

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.



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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.