



SHAYLA D. FAVOR

FRANKLIN COUNTY PROSECUTING ATTORNEY

POSITION TITLE:	Assistant Prosecuting Attorney (Civil/Tax Division)
IMMEDIATE SUPERVISOR:	Deputy Director, Tax Unit
HOURS:	Monday - Friday, 8am - 5pm
STARTING SALARY:	\$85,000 - \$90,000 annual, commensurate with experience
MINIMUM REQUIREMENTS:	Juris Doctor from ABA accredited law school Admission to Ohio Bar pursuant to Section 4705.01 of the Ohio Revised Code
FLSA:	Exempt
CLASSIFICATION:	Unclassified

POSITION SUMMARY: The Assistant Prosecuting Attorney (APA) in the Tax Unit, Civil Division represents Franklin County boards, commissions, officials, officers, and employees in civil matters, including but not limited to litigation and transactional matters. This position will primarily focus on real property tax foreclosures and providing legal advice to county offices on real property and tax matters in Franklin County Common Pleas Court, Franklin County Environmental Court and Franklin County Probate Court. The candidate must have a firm foundation in legal research and writing, and excellent time-management skills. 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, presence in the office during normal work hours and routinely travel to and from the office.

ESSENTIAL FUNCTION AND RESPONSIBILITIES:

- Represent and advise the County, elected officials, employees and various departments, agencies, boards and commissions of Franklin County;
- Handle select civil litigation with an emphasis on real property law and tax foreclosures;
- Provide legal advice to County officials, boards and commissions on legal matters affecting county government, including real property and tax matters; and
- Perform all other duties assigned or delegated to, or required of the Assistant Prosecuting Attorney, as well as those prescribed by law.

EXPERIENCE AND SKILLS:

- Must be available to work in the office on a daily basis and have the ability to meet and work outside the normal working hours for case preparation;
- Must be able to work both independently and collaboratively;
- Must possess the ability to effectively manage time and meet deadlines;
- Must possess excellent research and writing skills and requisite understanding of relevant law and regulations;
- Must possess qualities of fairness, a strong work ethic, have the highest integrity; and must also maintain the confidentiality of client information; and
- Must be able to conduct business in accordance with federal statutes and guidelines, the Ohio Revised Code, and the Ohio Administrative Code.

CORE COMPETENCIES:

- Critical thinking and decision-making skills
- Detail oriented
- Flexible and quick-thinking
- Ability to learn new tasks quickly
- Good time management, including ability to prioritize all job duties to ensure accurate and timely completion of responsibilities
- Excellent research and writing skills with requisite understanding of relevant legal theories
- Knowledge of computers and computer operating systems, with ability to learn Matrix case management system
- Qualities of fairness, a strong work ethic, the highest integrity, and ability to maintain confidentiality

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 court.

Offers of employment will be contingent upon a successful background check.

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
- Eleven Paid Holidays
- Tuition Reimbursement
- Company-Paid Training and Development
- Commuter Program

Please submit resume and cover letter and include the position in the subject line to:

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.