



SHAYLA D. FAVOR

FRANKLIN COUNTY PROSECUTING ATTORNEY

POSITION TITLE:	Paralegal – Criminal Unit
IMMEDIATE SUPERVISOR:	First Assistant, Criminal
HOURS:	Monday – Friday, 8am – 5pm
STARTING SALARY:	\$55,000- 65,0000; Negotiable; commensurate with experience
MINIMUM REQUIREMENTS:	Associate’s Degree; ABA or OSBA recognized Paralegal Certificate preferred
FLSA:	Non-Exempt
CLASSIFICATION:	Unclassified

POSITION SUMMARY: The Criminal Unit Paralegal assists the Criminal Unit prosecutors with legal and administrative tasks, and performs a wide variety of specialized and high-accountability work requiring knowledge of legal terminology and procedures. This position requires strict confidentiality and attention to detail. We are looking for a dependable paralegal with a positive attitude and the ability to work independently.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

- Assessing and updating information in case management systems;
- Organizing and transferring discovery;
- Creating and/or assisting with PowerPoint presentations, trial notebooks and binders and organizing exhibits;
- Legal writing (preparing motions, legal memoranda and editing documents); interacting with other agencies, the public, the clerk’s office and court personnel;
- Assist in the processing of digital evidence, including video from body-worn cameras, surveillance footage, and electronic records, using platforms such as MATRIX, and Evidence.com;
- E-filing documents, and preparing and amending documents and files, including performing quality assurance at all levels of document processing;
- Interacting with attorneys, victim witness assistants, court personnel, other county personnel, as well as the public;
- Other duties as assigned.

CORE COMPETENCIES, SKILLS, EXPERIENCES:

- **Legal Knowledge & Application:** Understanding of criminal law and court procedures. Ability to apply legal concepts to real-world evidence and case documentation.
- **Attention to Detail:** Strong precision in reviewing documents and managing case timelines. Detail oriented when determining the court process and timely responses to legal proceedings.
- **Ethical Judgment & Confidentiality:** Maintains strict confidentiality with sensitive materials and follows ethical standards in handling Criminal and client information. Critical thinking and decision making when assessing and providing information with an understanding of the

flow of cases through the justice system. Must have personal integrity, initiative, and resourcefulness.

- **Time Management & Organization:** Ability to handle high volumes of information and prioritize tasks to meet strict deadlines across multiple cases. Must be able to perform duties with a high degree of autonomy, initiative, and independent judgement; Exercise flexibility during unexpected changes in daily schedule. Prioritizing all job duties to ensure accurate and timely information; and maintaining strict confidentiality.
- **Technical Proficiency:** Proficiency with digital platforms used in law enforcement and prosecution (e.g., MATRIX, Evidence.com, body-worn camera footage processing).
- **Collaboration:** Works well with attorneys, investigators and law enforcement while maintaining professionalism and shared accountability.
- **Communication:** Clear and effective written and verbal communication. Demonstrate excellent interpersonal skills when communicating clearly and effectively, with law enforcement, prosecutors, victim witness assistants, therapists, social workers, staff, board members, accrediting bodies, funding bodies, clients, caregivers, and the general public. Ability to listen closely and make sensitive, insightful observations of individuals to determine a course of intervention.

PHYSICAL REQUIREMENTS

The Paralegal must have an ability to remain in a stationary position for extended periods of time while reviewing case files, conducting research, and working on a computer. Frequent use of hands and fingers for typing, data entry, file handling, and operating standard office equipment (scanner, copier, etc.). The Paralegal 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. Must have the ability to lift and carry legal files, boxes of Criminal materials, or digital evidence equipment weighing up to 25 pounds with, or without, an accommodation. Visual acuity to read and analyze digital and physical documents, including small font sizes and surveillance footage. Auditory ability to accurately listen to audio recordings, 911 calls, and video evidence as part of case preparation. The Paralegal generally works in an office where the noise level is usually moderate.

EXPERIENCE:

PowerPoint Proficient

Telephone, computer, and organizational skills

Microsoft Office, including Outlook and Excel

E-Filing

Knowledge of Westlaw and/or Lexisnexis – preferred

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

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

**Please submit resume and cover letter with the position “Paralegal”
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.