



# SHAYLA D. FAVOR

## FRANKLIN COUNTY PROSECUTING ATTORNEY

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**POSITION TITLE:** Investigator (Conviction Integrity Unit)  
**IMMEDIATE SUPERVISOR:** Conviction Integrity Unit (CIU) Director  
**HOURS:** Monday – Friday, 8am – 5pm  
**STARTING SALARY:** \$50,000 annually, negotiable depending on experience  
**MINIMUM REQUIREMENTS:** Bachelor's or Associate's Degree, or relevant experience such as OPOTA certification. At least 4 years' experience conducting investigations of complaints and possible violations of laws and rules; must be licensed and certified to carry firearms, valid Ohio Driver's license; proof of automobile insurance; must become LEADS certified within 30 days of hire.  
**FLSA:** Exempt  
**CLASSIFICATION:** Unclassified

**POSITION SUMMARY:** The Franklin County Prosecutor's Office Investigator (CIU) will work closely with staff attorneys and legal interns. The primary responsibility of the Investigator is to locate and interview witnesses; to assist in document requests, collection, review, and management; to assist in the collection of evidence and to transport evidence to crime laboratories for examination. The focus of investigations will be based on claims of factual innocence from imprisoned individuals. We are seeking an energetic, team-oriented, dedicated individual with relevant experiences in investigation and/or work in the criminal legal system. This position is full time and requires a high degree of confidentiality.

### **ESSENTIAL FUNCTION AND RESPONSIBILITIES:**

- Gathering documents and records from courts, government agencies, attorneys, and other sources;
- Interviewing witnesses and preparing affidavits as needed;
- Documenting all investigative actions in detailed, timely written memos and reports;
- Communicating all investigative actions and progress directly to supervising attorneys in regular updates and meetings;
- Managing large electronic or physical files pertaining to each case;
- Completing any related administrative tasks;
- Traveling and conducting investigative tasks outside typical work hours; and
- Other duties as determined by supervising attorneys.

### **CORE COMPETENCIES:**

- An understanding of issues bearing on criminal justice, social justice, racial justice, and wrongful convictions;
- The ability to learn, understand, and work with the CIU Team to apply the law related to wrongful convictions (though no legal experience is necessary);

- The ability to learn, understand, and work with the CIU Team to apply the basics of forensic science and DNA testing, (though no science experience is necessary);
- The ability to remain objective throughout the investigation and review all leads
- Strong written and oral communication skills;
- Excellent follow-through;
- The ability to work independently within teams supervised by a lead attorney;
- The ability to communicate and work cooperatively with a wide range of people including government personnel and officials, law enforcement, attorneys, records custodians, students, victims and families of victims, imprisoned individuals and their families, and members of the community;
- Superb organizational skills including organizing and maintaining enormous amounts of paper;
- The capacity and internal motivation to take initiative and think strategically;
- Willingness and desire to travel and work irregular hours under challenging conditions;
- Computer literacy including proficiency with common office software;
- Knowledge of/experience with the criminal legal system or government agencies

### **PHYSICAL REQUIREMENTS**

The Investigator (CIU) frequently moves to and from and operates copier and fax machines. The Investigator (CIU) generally works in an office setting where the noise level in the work environment is usually moderate. The Investigator (CIU) is frequently required to drive a vehicle, stand, sit, stoop, kneel, bend, use hands to type, handle materials, or manipulate office equipment and vehicles, and reach with hands and arms. The Investigator (CIU) must occasionally lift or move up to 25 pounds. The Investigator (CIU) must have adequate vision, including close vision, distance vision, and ability to adjust focus. The Investigator (CIU) must have sufficient clarity of speech and hearing abilities to permit him to discern verbal instructions and communicate effectively in person and by telephone. The Investigator (CIU) works outside in all weather conditions to locate persons of interest and investigate criminal activity.

The Investigator (CIU) meets with injured, traumatized and emotional members of the community in conceivably dangerous situations resulting in possible fear of personal safety. The Investigator (CIU) must be able to respond effectively to physical threats against themselves, other employees of the Office, victims, and other members of the public.

The Investigator (CIU) must be available outside standard work hours. With approval, the Investigator (CIU) will be able to work a flex schedule consistent with department needs (airport transports, serving subpoenas and court presence, etc. outside standard work hours). A retired police officer is ideal for this position.

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.