



# SHAYLA D. FAVOR

## FRANKLIN COUNTY PROSECUTING ATTORNEY

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**POSITION TITLE:** Investigator (External)  
**IMMEDIATE SUPERVISOR:** Lead Investigator  
**HOURS:** Monday – Friday, 8am – 5pm  
**STARTING SALARY:** \$50,000 annually, negotiable depending on experience  
**MINIMUM REQUIREMENTS:** High School diploma; 4 years' experience conducting investigations or complaints and possible violations of laws and rules; must be licensed and certified to carry firearms, Ohio Driver's license; proof of automobile insurance; must become LEADS certified within 30 days of hire.  
**FLSA:** Non-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 Franklin County Prosecutor's Office Investigator will conduct proactive and reactive investigations to strengthen cases handled by the office. The Investigator will locate witnesses interviewed by law enforcement, deliver subpoenas, execute search warrants, collect evidence and perform other work in support of prosecutions. This position requires a high degree of confidentiality.

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

- Under the direction of the Lead Investigator, locates, contacts, transports and interviews victims, claimants, witnesses, federal, state and municipal agencies to obtain information by telephone, correspondence or in person; serves subpoenas; gathers evidence and organizes evidence for subsequent prosecution.
- Under the direction of the Lead Investigator, using LEADS, completes criminal background checks; using ACCURINT and OHLEG, completes death checks upon requests from Drug Unit and others areas of the agency; provides identifiers for defendants as requested by the Grand Jury Unit; scans documents into MATRIX and enters notes and comments; documents case files; assists prosecutors when necessary; prepares and maintains records.
- Prepares and maintains records, writes reports of findings; acts as liaison with law enforcement or other administrative agencies to transmit information regarding criminal activity; may testify in court regarding findings and investigations; performs other related responsibilities as may be required.

Franklin County Office Tower • 373 South High Street, Columbus, Ohio 43215-6318

Criminal Division • (614) 525-3555 • Fax (614) 525-6103

Civil Division • (614) 525-3520 • Fax (614) 525-6012

Juvenile Division • (614) 525-4440 • Fax (614) 525-6072

TMD 7/11/23

## **SUCCESSFUL CANDIDATE PROFILE:**

- Critical thinking and clear judgment in the gathering, analysis, and evaluation of facts and evidence.
- Sound decision making in obtaining information through interview, interrogation, and observation.
- Detail oriented in completing investigations and submitting notes.
- Exercise flexibility in understanding job duties and the manner in which a job is performed due to abrupt changes or functions.
- Quick learning ability when new tasks are required.
- Prioritize all job duties to ensure accurate and timely information.
- Maintain strict confidentiality.

## **PHYSICAL REQUIREMENTS**

The Investigator 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 must occasionally lift or move up to 25 pounds. The Investigator must have adequate vision, including close vision, distance vision, and ability to adjust focus. The Investigator 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 works outside in all weather conditions to locate persons of interested and investigate criminal activity.

The Investigator meets with injured, traumatized and emotional members of the community in conceivably dangerous situations resulting in possible fear of personal safety. The Investigator 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 must be available outside standard work hours. With approval, the Investigator 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.

## **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 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.