



SHAYLA D. FAVOR

FRANKLIN COUNTY PROSECUTING ATTORNEY

POSITION TITLE:	Training and Workflow Specialist
IMMEDIATE SUPERVISOR:	Chief Counsel, Strategic Operations
HOURS:	Monday – Friday, 8am – 5pm
STARTING SALARY:	\$70,000; negotiable depending on experience
QUALIFICATIONS:	Associate's Degree or equivalent experience; Bachelor's Degree in Business, Communications, Project Management, or related discipline preferred; Experience in criminal justice/court related analysis work; At least 1 year of Matrix case management experience preferred; In-depth knowledge of Microsoft 365 and associated programs; Excellent presentation, communication, and interpersonal skills, with the ability to explain technical concepts to non-technical users.
FLSA:	Exempt
CLASSIFICATION:	Unclassified

ORGANIZATION SUMMARY

Franklin County Prosecutor's Office (FCPO) mission 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. This office operates in Franklin County Common Pleas/10th District Court of Appeals/Franklin County Municipal Court and the Ohio Supreme Court as well as providing various governmental clients with civil legal representation and counsel.

POSITION SUMMARY

The Training and Workflow Specialist will report and work directly with the Chief Counsel of Strategic Operations to provide onboarding and continued training for employees in the Criminal and Strategic Prosecution Divisions. This position creates and manages the development, utilization, and implementation of workflows and end-user training materials for the office's case management system – Matrix. The Training and Workflow Specialist works closely with the Information Technology Department to analyze workflows and provide continued support for the FCPO staff. This position has access to sensitive and graphic information content and requires a high-level of confidentiality.

ESSENTIAL FUNCTION AND RESPONSIBILITIES

- Analyze and develop workflows in Criminal Justice Information System and Matrix CMS
- Create reports using Microsoft Excel and ad-hoc reporting tools as required
- Train and onboard new employees in the Criminal and Strategic Prosecution Divisions
- Assist IT Director with configuration and maintenance of Criminal Justice/IT systems (Matrix CMS, Evidence.com, Confluence)
- Provide direct and indirect user support, including end-user documentation and/or training. This may involve support in person, telephone, remote control, in court or other time sensitive, high pressure situations
- This position requires standing, sitting and using a computer for 8 hours a day.

SUCCESSFUL CANDIDATE PROFILE

- Creation and successful delivery of work product
- Critical thinking and quick decision making skills
- Strong organizational skills
- Detail oriented
- Collaborative and communicative
- Diagnostic skills and learning on the job



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- Prioritize all job duties to ensure accurate and timely completion of responsibilities
- Ability to evaluate, report and optimize operations

PHYSICAL REQUIREMENTS

This position requires standing, sitting and using a computer for 8 hours a day. The Training and Workflow Specialist frequently types, handles materials, manipulates office equipment, The Training and Workflow Specialist generally works in an office and where the noise level in the work environment is usually moderate. The Training and Workflow Specialist must have the ability to use a computer for extended periods, conduct training sessions, and manage documentation. This position must be present in the office during standard work hours and routinely travel throughout the Franklin County Complex.

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
- Ten Paid Holidays
- Tuition Reimbursement
- Training and Development

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

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.