



SHAYLA D. FAVOR

FRANKLIN COUNTY PROSECUTING ATTORNEY

POSITION TITLE:	Training and Workflow Specialist
IMMEDIATE SUPERVISOR:	Information Technology Director
HOURS:	Monday – Friday, 8am – 5pm
STARTING SALARY:	Negotiable depending on experience
MINIMUM REQUIREMENTS:	Associate's Degree or equivalent; relevant work experience may be converted to formal education.
FLSA:	Non- Exempt
CLASSIFICATION:	Unclassified

Organization Summary

Franklin County Prosecutor's Office (FCPO) mission is to prosecute criminal offenders in order to protect the citizens of Franklin County and obtain justice for victims of crime. This office operates in Juvenile and Domestic Court/Criminal Common Pleas/10th District Court of Appeals and the Ohio Supreme Court as well as providing various governmental clients with civil legal representation and counseling.

Position Summary

As a member of the IT staff supporting the FCPO mission, the Training and Workflow Specialist will report to the IT Director and should be prepared to analyze workflow, support and train the FCPO staff. Thinking on your feet, learning new skills as needed and having a can-do attitude are essential. This position requires confidentiality and access to sensitive and graphic content. Additionally, the Specialist will streamline and optimize workflows, ensuring that the office's IT systems enhance productivity and compliance with legal standards.

Qualifications

- Associate's Degree in information Technology, Business Administration, or a related field. or equivalent; relevant work experience may be converted to formal education.
- 2+ years experience work in the criminal justice/court related field
- 2+ years experience work with application support or business analysis work
- 2+ years experience in training or presentation related field
- Knowledge of IT security best practices, particularly in a legal and government context
- In-depth knowledge of Microsoft 360, with expert knowledge of Microsoft Excel
- Excellent presentation, communication, and interpersonal skills, with the ability to explain technical concepts to non-technical users
- Strong written and oral communication skills
- Ability to assess training needs, create effective training materials, and deliver engaging training sessions

Preferred Qualifications

- Bachelor's degree in Information Technology, Business Administration, or a related field
- 4+ years of work in criminal justice/court related business analysis work
- At least 1 year Matrix software experience
- Experience creating end user documentation

Essential Function and Responsibilities

- Analyze and develop workflows in Criminal Justice/IT systems
- Create reports using ad-hoc reporting tools and MS Excel as requested



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- Create and maintain training documentation utilized by Attorneys and other office staff
- Meet in person or virtually to train and onboard new staff, 1 on 1 or in groups
- 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 job 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 decision making skills
- Detail oriented
- Collaborative and communicative
- Flexible and quick-thinking
- Diagnostic skills and learning on the job
- Prioritize all job duties to ensure accurate and timely completion of responsibilities
- Good time management
- Ability to evaluate, report and optimize operations

PHYSICAL REQUIREMENTS

The role frequently types, handles materials, manipulates office equipment, The role generally works in an office and where the noise level in the work environment is usually moderate. The ability to use a computer for extended periods, conduct training sessions, and manage documentation. This role must be able to be present in the office during normal 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**



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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.