



SHAYLA D. FAVOR

FRANKLIN COUNTY PROSECUTING ATTORNEY

POSITION TITLE:	Assistant Prosecuting Attorney (Appellate Unit)
IMMEDIATE SUPERVISOR:	Chief Counsel, Appellate Unit
HOURS:	8am - 5pm, Monday - Friday
STARTING SALARY:	\$80,000 - \$90,000; Negotiable depending on experience.
MINIMUM REQUIREMENTS:	Juris Doctorate from ABA accredited law school; Admission to Ohio Bar pursuant to Section 4705.01 of the Ohio Revised Code; Experience representing local governments or similar experience preferred.
FLSA:	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 Assistant Prosecuting Attorney in the Appellate Unit represents the State of Ohio in appellate proceedings involving felony criminal matters before the Ohio Supreme Court, Tenth District Court of Appeals, and consult or appear in the Common Pleas Court of Franklin County. This position is responsible for handling complex legal issues arising from criminal prosecutions, including researching, drafting, and filing appellate briefs, motions, and legal memoranda, as well as presenting oral arguments and representing the State during court proceedings. The Appellate Prosecuting Attorney works closely with trial prosecutors to provide legal guidance on emerging legal issues, preservation of appellate records, trial strategy, and constitutional matters. This position requires exceptional legal research, writing, analytical, advocacy, and organizational skills, as well as the ability to effectively manage a high-volume caseload in a fast-paced legal environment.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

- Research, analyze, and prepare appellate briefs, motions, legal memoranda, and other pleadings in criminal cases involving complex legal and factual issues.
- Represent the State of Ohio during oral arguments, appellate proceedings, evidentiary hearings, and related court appearances in state and federal courts.
- Review trial records, transcripts, exhibits, and pleadings to identify and analyze appellate issues and preserve the integrity of convictions.
- Advise trial prosecutors on legal developments, evidentiary issues, constitutional questions, trial strategy, preservation of issues for appeal, and other complex legal matters.
- Conduct extensive legal research and remain current on developments in Ohio criminal law, criminal procedure, constitutional law, rules of evidence, and relevant federal and state case law.
- Effectively manage a high-volume appellate docket and consistently meet court deadlines in high-pressure and time-sensitive situations.



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- Draft responses to post-conviction motions, habeas corpus petitions, and other collateral legal proceedings as assigned.
- Collaborate with assistant prosecuting attorneys, law enforcement agencies, court personnel, and external legal partners to support criminal prosecutions and appellate litigation.
- Communicate professionally and effectively with assistant prosecuting attorneys, defense counsel, judges, court staff, victims, witnesses, law enforcement personnel, and members of the public.
- Exercise sound legal judgment, professionalism, discretion, and ethical decision-making in all aspects of work.
- Maintain accurate records and case documentation in accordance with office policies and court requirements.
- Assist with internal legal training, policy development, and legal education initiatives as assigned.
- Able to perform all other duties assigned, delegated, or required of the Assistant Prosecuting Attorney as well as those prescribed by law

PREFERRED QUALIFICATIONS:

- Experience handling criminal appeals, appellate litigation, or other complex criminal matters preferred.
- Knowledge of Ohio criminal law, criminal procedure, constitutional law, and appellate practice.
- Experience conducting legal research, drafting appellate briefs and legal memoranda, and presenting oral arguments preferred.
- Experience advising trial attorneys on legal strategy and preservation of appellate issues preferred.
- Proficiency with Microsoft Office applications, legal research platforms, and case management software preferred.

CORE COMPETENCIES:

- Exceptional legal research, writing, analytical reasoning, and oral advocacy skills.
- Ability to analyze complex legal and factual issues and develop persuasive legal arguments.
- Strong written and verbal communication skills.
- Ability to communicate professionally and effectively with attorneys, judges, court personnel, law enforcement agencies, victims, and the public.
- Ability to effectively manage a high-volume caseload and meet strict court deadlines.
- Strong attention to detail and ability to prioritize multiple assignments simultaneously.
- Demonstrated professionalism, integrity, sound judgment, and commitment to ethical legal practice.
- Ability to maintain confidentiality and exercise discretion in sensitive legal matters.
- Ability to work collaboratively with prosecutors, investigators, law enforcement personnel, and other stakeholders while maintaining accountability and professionalism.



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PHYSICAL REQUIREMENTS

The APA frequently types, handles materials, manipulates office equipment, and moves to and from and operates copier and fax machines. The APA generally works in an office and courtroom setting where the noise level in the work environment is usually moderate. The Assistant Prosecuting Attorney must be able to routinely travel around the county government and courthouse complex and be present in the office during normal work hours

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

Offers of employment are contingent upon successful completion of a background check.

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.