



# SHAYLA D. FAVOR

## FRANKLIN COUNTY PROSECUTING ATTORNEY

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| <b>POSITION TITLE:</b>          | Assistant Prosecuting Attorney - Civil Division                                                                                                                                                                                                      |
| <b>IMMEDIATE SUPERVISOR:</b>    | First Assistant, Civil Division                                                                                                                                                                                                                      |
| <b>HOURS:</b>                   | Monday - Friday, 8:00 AM – 5:00 PM                                                                                                                                                                                                                   |
| <b>TYPICAL STARTING SALARY:</b> | \$85,000 - \$90,000; negotiable depending on experience                                                                                                                                                                                              |
| <b>MINIMUM REQUIREMENTS:</b>    | Juris Doctorate from an accredited law school.<br>Admission to Ohio Bar pursuant to Section 4705.01 of the Ohio Revised Code.<br>Admitted to, and in good standing with, the Ohio Bar.<br>Proficiency in Microsoft Office Suite and MATRIX software. |
| <b>FLSA:</b>                    | Exempt                                                                                                                                                                                                                                               |
| <b>CLASSIFICATION:</b>          | 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 (APA) in the Civil Division represents Franklin County boards, commissions, officials, officers, and employees in civil matters, including but not limited to litigation. The APA provides strategic legal advice, interpreting and applying federal, state, and local laws, drafting and negotiating legal documents, and advising clients on legal compliance, governance, labor and employment matters, contracts, risk management, and other legal issues affecting county operations. This position partners closely with county leadership and stakeholders to deliver practical, solution-oriented legal counsel while upholding the highest standards of professionalism, ethics, and public service.

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

#### **Civil Litigation & Court Representation**

- Represent Franklin County, its elected officials, departments, agencies, boards, commissions, and township trustees in civil litigation and other legal proceedings.
- Handle a variety of civil matters, including civil rights claims, tort litigation, contract disputes, labor and employment matters, and other legal actions involving county government.
- Conduct and defend depositions, manage written discovery, draft pleadings and dispositive motions, negotiate settlements, and represent the County during hearings, arbitrations, and trials.
- Prepare and present legal arguments while advocating on behalf of Franklin County in state and federal courts.

#### **Legal Counsel & Risk Management**

- Provide legal advice and counsel to county officials, boards, commissions, and departments regarding legal compliance, governance, and operational matters.
- Advise county leadership on labor and employment issues, contract interpretation and negotiation, tort liability, land acquisition and disposition, risk management, and other civil legal matters.
- Represent and advise township boards on matters including land use, zoning, and other governmental functions.

#### **Legal Research, Analysis & Document Preparation**

- Conduct thorough legal research and analyze statutes, case law, regulations, and administrative guidance.
- Draft legal memoranda, pleadings, motions, briefs, contracts, legal opinions, settlement agreements, tax-related filings, and other legal documents.
- Develop litigation strategies supported by sound legal analysis and effective written advocacy.

#### **Stakeholder Collaboration & Professional Communication**

- Collaborate with county officials, department leadership, outside counsel, expert witnesses, and other governmental entities to resolve legal matters.
- Communicate complex legal issues clearly and effectively to clients, elected officials, and stakeholders.
- Build and maintain productive professional relationships while providing responsive and practical legal counsel.

#### **Professional Responsibility & Other Duties**

- Maintain the highest standards of professionalism, ethics, confidentiality, and integrity while handling privileged and sensitive information.
- Conduct all work in compliance with the Ohio Revised Code, Ohio Administrative Code, applicable federal laws, court rules, and ethical obligations governing attorneys.
- Perform all other duties assigned, delegated, or required by the Chief Counsel or Prosecuting Attorney.

### **CORE COMPETENCIES:**

#### **Legal Knowledge & Analytical Skills**

- Demonstrates extensive knowledge of civil litigation, legal research, motion practice, discovery procedures, and courtroom advocacy.
- Applies sound legal reasoning and critical thinking to analyze complex legal issues and develop effective solutions.
- Produces high-quality legal research, writing, and work products with strong attention to detail and accuracy.
- Conduct business in accordance with federal statutes and guidelines, the Ohio Revised Code, and the Ohio Administrative Code.

#### **Case Management & Organization**

- Effectively manages a diverse caseload while balancing competing priorities and meeting court deadlines.
- Demonstrates exceptional organization, attention to detail, and the ability to manage multiple legal matters simultaneously.

- Exercises sound judgment and prioritize work to ensure timely completion of responsibilities.

### **Communication & Relationship Management**

- Communicates effectively, both verbally and in writing, with judges, opposing counsel, elected officials, clients, county staff, and other stakeholders.
- Builds collaborative working relationships while providing practical legal guidance and responsive client service.
- Effectively negotiates settlements and resolves disputes through professional communication.
- Hardworking, honest, fair, and committed to maintaining the highest level of confidentiality of law enforcement and investigatory records and other confidential and/or privileged information.

### **Technology & Operational Proficiency**

- Demonstrates proficiency with Microsoft Office Suite, MATRIX, legal research platforms, and other technologies supporting legal operations.
- Adapts to new technologies and evolving legal processes to improve efficiency and service delivery.

### **Professionalism, Ethics & Accountability**

- Maintains the highest standards of confidentiality, professionalism, fairness, integrity, and ethical conduct.
- Demonstrates accountability, adaptability, initiative, and sound independent judgment.
- Conducts business in accordance with federal law, the Ohio Revised Code, the Ohio Administrative Code, court rules, and the Ohio Rules of Professional Conduct.
- Ability to effectively manage time and meet deadlines.
- Strong organizational and multitasking abilities, with acute attention to detail.
- Hardworking, honest, fair, and committed to maintaining the highest level of confidentiality of law enforcement and investigatory records and other confidential and/or privileged information.

## **PREFERRED QUALIFICATIONS**

- Three (3) to five (5) years of experience in civil litigation, including discovery and motion practice and conducting and defending depositions.
- Experience representing local governments or other similar experience.

## **PHYSICAL REQUIREMENTS**

The Assistant Prosecuting Attorney frequently types, handles materials, manipulates office equipment, and moves to and from and operates copier and fax machines. The Assistant Prosecuting Attorney 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 be present in the office during normal work hours and routinely travel to and from court. The APA will operate with standard office equipment, including but not limited to telephone, computer, laptop, printer, fax, copier, calculator, and other necessary office equipment.

## **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
- 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](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 discriminations 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.