



SHAYLA D. FAVOR

FRANKLIN COUNTY PROSECUTING ATTORNEY

POSITION TITLE:	Economic Crime - Assistant Prosecuting Attorney
IMMEDIATE SUPERVISOR:	Director, Economic Crime
HOURS:	Monday - Friday, 8am - 5pm
STARTING SALARY:	\$80,000 - \$85,000 annually; Negotiable depending on experience
MINIMUM REQUIREMENTS:	Bachelor's Degree Juris Doctorate Admission to Ohio Bar pursuant to Section 4705.01 of the Ohio Revised Code
FLSA:	Exempt
CLASSIFICATION:	Unclassified

The Franklin County Prosecutor's Office is currently looking for an attorney with prosecution (or equivalent) experience. Previous trial experience is desired.

POSITION SUMMARY: The Assistant Prosecuting Attorney (APA) in the Criminal Unit is an attorney interested in criminal law who has a firm foundation in legal research and writing, good time-management skills, and a willingness to participate in trials. The APA will operate standard office equipment, including but not limited to telephone, computer, laptop, printer, fax, copier, calculator, and other necessary office equipment. This position requires high levels of confidentiality. This position prosecutes cases of all felony levels. Cases handled include highly complex matters such as RICO, Securities, Ethics, Public Corruption, Embezzlements, Elder Theft, and other frauds.

ESSENTIAL FUNCTION AND RESPONSIBILITIES:

- Handle a docket of felony cases.
- Prepare cases for Grand Jury and/or trial, including contacting victims and witnesses.
- Present cases to Grand Jury and/or trial.
- Analyze legal issues.
- Draft subpoenas and requests for records.
- Represent the State of Ohio in daily court hearings.
- Conduct legal research on various legal issues.
- Prepare motions and legal briefs.
- Work professionally with defense attorneys, court personnel, law enforcement agencies, and the public.

CORE COMPETENCIES:

- Critical thinking and decision making skills
- Detail oriented
- Flexible and quick-thinking

- Quick learning ability when new tasks are required
- Prioritize all job duties to ensure accurate and timely completion of responsibilities
- Good time management
- Possess excellent research and writing skills with requisite understanding of relevant legal issues
- Knowledge of computers and computer operating systems with ability to learn Matrix case management system
- Must possess qualities of fairness, a strong work ethic, have the highest integrity
- Maintain confidentiality
- Able to conduct business in accordance with federal statutes and guidelines and the Ohio Revised Code
- Able to perform all other duties assigned, delegated or required of the Assistant Prosecuting Attorney as well as those prescribed by law.

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 routinely travel around the county government and courthouse complex and be present in the office during normal work hours with attendance and punctuality of particular importance.

Offers of employment will be contingent upon a successful background check.

BENEFITS SUMMARY

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| • Medical, Dental, Vision and Behavioral Health, and Prescription Drug Coverage | • Deferred Compensation |
| • Employee Assistance Program | • Generous Paid Time Off Accrual |
| • Disability and Life Insurance | • Eleven Paid Holidays |
| • Ohio Public Employees Retirement System (OPERS) | • Tuition Reimbursement |
| | • Company-Paid Training and Development |
| | • Commuter Program |

Submit resume and cover letter with the position in the subject line to:

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.