



SHAYLA D. FAVOR

FRANKLIN COUNTY PROSECUTING ATTORNEY

POSITION TITLE:	Assistant Prosecuting Attorney, Innovation Unit
IMMEDIATE SUPERVISOR:	Director, Innovation Unit
HOURS:	Monday - Friday, 8:00 AM – 5:00 PM
MINIMUM SALARY:	\$73,000; negotiable depending on experience
MINIMUM REQUIREMENTS:	Juris Doctorate from an ABA accredited law school; Admission to Ohio Bar pursuant to Section 4705.01 of the Ohio Revised Code. Experience working as a lawyer in the criminal justice system and/or knowledge of local court rules and specialty docket requirements strongly preferred.
FLSA:	Exempt
CLASSIFICATION:	Unclassified

ORGANIZATION SUMMARY: The mission of the Franklin County Prosecutor's Office is to thoroughly and vigorously prosecute criminal offenders 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 Innovation Assistant Prosecuting Attorney (APA) is an attorney who has a firm foundation in legal research and writing, time-management skills, and a desire to promote transformative justice, equity, rehabilitation of individuals. An Assistant Prosecuting Attorney in the Innovation Unit support initiatives focused on reentry, treatment access and community stability. The APA will represent the State of Ohio in criminal prosecutions in the Common Pleas Court of Franklin County, Franklin County Municipal Court, and in hearings before the Ohio Parole Board.

ESSENTIAL FUNCTION AND RESPONSIBILITIES:

Case Assessment & Criminal Prosecution

- Review cases referred by law enforcement to determine eligibility for diversion programs and specialty dockets based on the nature of the offense, criminal history, program criteria, and applicable legal standards.
- Attend daily court proceedings for the 4C and 4D Specialty Dockets and represent the Office throughout all assigned proceedings.
- Participate in plea hearings and collaborate with Specialty Docket Coordinators and defense counsel to determine appropriate program placement based on participant risk levels, treatment needs, and eligibility criteria.
- Ensure that cases are transferred to the appropriate office unit where defendants decline or opt out of specialty dockets to ensure timely prosecution.
- Review applications for record sealing and expungement to determine statutory eligibility under applicable law.

- Draft clear, concise, and legally sound objections and responses on behalf of the office to oppose sealing or expungement relief where eligibility requirements are not met and when factual circumstances support opposition.
- Conduct legal research and analyze applicable statutes, case law, procedural rules, and legal issues to support effective prosecution and case resolution.

Specialty Docket Operations & Case Management

- Participate in staffing meetings, treatment team meetings, status reviews, and revocation hearings for Specialty Docket programs, including but not limited to Recovery Court, CATCH, and HART.
- Provide recommendations regarding participant progress, bond issues, warrants, sanctions, incentives, new criminal cases, and program compliance.
- Monitor participant progress and collaborate with multidisciplinary teams to support accountability, rehabilitation, and successful program outcomes.
- Maintain accurate, timely, and complete case records utilizing MATRIX and other case management systems.
- Effectively manage a high-volume caseload while meeting court deadlines and maintaining quality legal representation.

Stakeholder & Community Collaboration

- Collaborate with judges, defense attorneys, probation officers, treatment providers, law enforcement agencies, courtroom personnel, and community organizations to support Specialty Docket objectives and improve participant outcomes.
- Foster productive working relationships with non-law enforcement community partners to promote justice, public safety, treatment access, and long-term community stability.
- Support initiatives focused on diversion, reentry, behavioral health treatment, and reducing recidivism through collaborative problem-solving and evidence-based practices.

Community Engagement & Public Education

- Participate in community outreach events and educational initiatives that promote awareness of diversion programs, Specialty Dockets, expungement, record sealing, and second-chance opportunities.
- Represent the Prosecutor's Office professionally while promoting public understanding of Specialty Docket programs and community-based justice initiatives.

Professional Accountability & Compliance

- Perform all duties in accordance with applicable laws, ethical standards, office policies, discovery obligations, the Ohio Revised Code, and Ohio Supreme Court Specialty Docket standards.
- Maintain professionalism, confidentiality, integrity, accountability, and sound legal judgment in all interactions.
- Perform all other duties assigned, delegated, or required of the Assistant Prosecuting Attorney and those prescribed by law.

CORE COMPETENCIES:

Criminal Prosecution & Legal Expertise

- Demonstrates knowledge of criminal law, legal research, courtroom procedures, Ohio laws governing diversion programs, Specialty Dockets, record sealing, expungement, and legal pathways promoting reentry such as eligibility for parole and certifications for qualification of housing and employment.
- Prepares accurate and professional legal documents and effectively analyzes complex legal issues to support sound prosecutorial decision-making.

- Capacity to independently evaluate both statutory eligibility and underlying case facts to determine whether a legal or public interest basis exists to oppose requested relief through record sealing and expungement. .
- Demonstrates strong oral advocacy, legal writing, analytical, and critical thinking skills.

Specialty Docket & Behavioral Health Knowledge

- Demonstrates an understanding of trauma-informed practices, restorative justice principles, behavioral health, substance use disorders, mental illness, and community-based treatment resources.
- Maintains working knowledge of Ohio Supreme Court Specialty Docket standards, court operations, and evidence-based practices that support participant success and reduce recidivism.
- Understands participant risk assessment, treatment engagement, and recovery-oriented approaches within the criminal justice system.

Relationship Management & Collaboration

- Builds productive working relationships with judges, court personnel, defense attorneys, law enforcement agencies, treatment providers, probation officers, community organizations, and the public.
- Collaborates effectively within multidisciplinary teams to achieve shared goals and improve participant outcomes.
- Communicates professionally and effectively with diverse audiences while navigating sensitive and complex situations.

Case Management & Operational Excellence

- Demonstrates exceptional organizational, analytical, and time management skills while effectively managing a high-volume caseload in a fast-paced environment.
- Prioritizes competing responsibilities, adapts to changing priorities, and consistently meets mandatory deadlines.
- Demonstrates proficiency in Microsoft Office, MATRIX, and other legal case management systems.
- Quickly learns and applies new legal procedures, technologies, and operational processes.

Professional Judgment & Accountability

- Exercises sound legal judgment, discretion, professionalism, and strict confidentiality in all responsibilities.
- Demonstrates integrity, fairness, accountability, reliability, and a strong commitment to ethical prosecution and public service.
- Performs all duties in compliance with applicable laws, ethical standards, office policies, federal statutes, the Ohio Revised Code, and Ohio Supreme Court Specialty Docket requirements.

PHYSICAL REQUIREMENTS

The APA frequently types, handles materials, manipulates office equipment, and moves to and from and operates copiers and fax machines. The APA generally works in an office and courtroom 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.

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 Retirement Plan options
- Generous Paid Time Off Accrual
- Eleven Paid Holidays
- Tuition Reimbursement
- Company-Paid Training and Development
- Commuter and Employee Parking 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 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.