



SHAYLA D. FAVOR

FRANKLIN COUNTY PROSECUTING ATTORNEY

POSITION TITLE: Assistant Prosecuting Attorney - Juvenile
IMMEDIATE SUPERVISOR: Chief Counsel, Juvenile Unit
HOURS: Monday - Friday, 8:00 AM - 5:00 PM
TYPICAL STARTING SALARY: \$73,000
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

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 Assistant Prosecuting Attorney (APA) in the Juvenile Unit is an attorney interested in juvenile and 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 prosecute unruly, misdemeanor, and felony delinquency complaints of juvenile defendants filed in the Franklin County Court of Common Pleas, Juvenile Division, as well as juvenile traffic offenses. The APA will also prosecute civil abuse, neglect, and dependency complaints. 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.

ESSENTIAL FUNCTION AND RESPONSIBILITIES:

Courtroom Litigation & Case Management

- Manage a docket of felony, misdemeanor, unruly, traffic, and abuse, neglect, and dependency cases.
- Prepare cases for trial, including contacting and preparing victims and witnesses.
- Present cases for trial.
- Represent the State of Ohio in daily court hearings.

Legal Research, Analysis & Writing

- Analyze legal issues relevant to assigned cases.
- Conduct legal research on various legal issues.
- Prepare motions, legal briefs, subpoenas, and requests for records.

Case Strategy & Collaboration

- Develop and execute appropriate case strategies in coordination with supervisors and other members of the prosecution team.
- Work professionally and collaboratively with defense attorneys, court personnel, law enforcement agencies, victims, witnesses, and the public.

Professional & Administrative Responsibilities

- Maintain accurate and organized case information and documentation.



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- Maintain confidentiality of sensitive case and organizational information.
- Perform all other duties assigned, delegated, or required of an Assistant Prosecuting Attorney, including those prescribed by law.

CORE COMPETENCIES:

Legal Knowledge & Analytical Skills

- Demonstrates critical thinking and sound decision-making when assessing legal issues and case information.
- Understands the flow of cases through the juvenile and criminal justice systems.
- Demonstrates strong legal research, analysis, and writing skills.
- Conducts work in accordance with applicable federal and state laws, including the Ohio Revised Code.

Organization & Case Management

- Demonstrates exceptional attention to detail and produces accurate, thorough, organized, and useful work products.
- Effectively prioritizes competing responsibilities to ensure accurate and timely completion of work.
- Demonstrates strong time-management skills and the ability to manage an active caseload.

Adaptability & Learning Agility

- Demonstrates flexibility in response to changing assignments, priorities, court schedules, and organizational needs.
- Learns new responsibilities, procedures, and systems quickly.

Communication & Collaboration

- Communicates professionally and effectively with colleagues, defense counsel, court personnel, law enforcement, victims, witnesses, and members of the public.
- Works effectively both independently and collaboratively within a team environment.

Professionalism, Ethics & Accountability

- Demonstrates fairness, sound judgment, a strong work ethic, and the highest level of integrity.
- Maintains strict confidentiality and handles sensitive information appropriately.
- Demonstrates accountability, reliability, and professionalism in carrying out assigned responsibilities.

Technology Proficiency

- Demonstrates proficiency with computers and standard office technology.
- Ability to learn and effectively utilize the Matrix case management system.

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 the county government and courthouse complex.



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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 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.