



SHAYLA D. FAVOR

FRANKLIN COUNTY PROSECUTING ATTORNEY

POSITION TITLE:	Assistant Prosecuting Attorney - Tax Unit
IMMEDIATE SUPERVISOR:	Deputy Director, Tax Unit, Civil Division
HOURS:	Monday - Friday, 8:00 AM - 5:00 PM
TYPICAL STARTING SALARY:	\$85,000 - \$90,000; negotiable based on experience
MINIMUM REQUIREMENTS:	Juris Doctorate from an accredited law school. Admission to Ohio Bar pursuant to Section 4705.01 of the Ohio Revised Code. Admitted to, and in good standing with, the Ohio Bar. Proficiency in Microsoft Office Suite and MATRIX software.
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 (APA) in the Tax Unit, Civil Division represents Franklin County boards, commissions, officials, officers, and employees in civil matters, including but not limited to litigation and transactional matters. 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, contracts, risk management, and other legal issues affecting county operations. This position will primarily focus on real property tax foreclosures and providing legal advice to county offices on real property and tax matters in Franklin County Common Pleas Court, Franklin County Environmental Court, Franklin County Probate Court, the Tenth District Court of Appeals, federal courts, and the Supreme Court of Ohio. The candidate must have a firm foundation in legal research and writing, and excellent time-management skills. This position partners with stakeholders to deliver practical, solution-oriented legal counsel while upholding the highest standards of professionalism, ethics, and public service.

ESSENTIAL FUNCTION AND RESPONSIBILITIES:

Tax Foreclosure & Civil Litigation

- Represent Franklin County, its elected officials, departments, agencies, boards, commissions, and employees in civil litigation and other legal proceedings.
- Handle civil litigation with an emphasis on real property law, real property taxation, and tax foreclosure matters.
- Prepare cases for hearings and other court proceedings, including reviewing records, developing legal strategy, and preparing necessary filings and supporting documentation.

- Prepare pleadings, motions, legal memoranda, briefs, correspondence, and other legal documents related to assigned matters.

Legal Counsel & Real Property Matters

- Provide legal advice and counsel to county officials, departments, boards, and commissions regarding legal matters affecting county government.
- Advise county clients on real property taxation, tax foreclosure proceedings, property interests, and related legal matters.
- Interpret and apply applicable statutes, regulations, case law, and other legal authorities when advising county clients.
- Identify legal issues and provide practical, solution-oriented guidance consistent with applicable law and the interests of Franklin County.

Legal Research, Analysis & Document Preparation

- Conduct thorough legal research and analyze statutes, regulations, case law, and other applicable legal authority.
- Apply sound legal reasoning and analysis to develop litigation strategies and recommendations.
- Maintain accurate, organized, and timely legal work product.

Stakeholder Collaboration & Professional Communication

- Collaborate with county officials, employees, departments, agencies, boards, commissions, and other stakeholders regarding assigned legal matters.
- Communicate complex legal issues clearly and effectively to clients and stakeholders.
- Work independently and collaboratively to resolve legal matters and advance the interests of Franklin County.
- Build and maintain productive professional relationships while providing responsive legal counsel.

Professional Responsibility & Other Duties

- Maintain the highest standards of professionalism, ethics, fairness, integrity, and confidentiality when handling client and privileged information.
- Conduct all work in accordance with applicable federal law, the Ohio Revised Code, Ohio Administrative Code, court rules, and professional obligations.
- Perform all other duties assigned, delegated, or required of the Assistant Prosecuting Attorney, including duties prescribed by law.

CORE COMPETENCIES:

Legal Knowledge & Analytical Skills

- Demonstrates knowledge of real property law, tax foreclosure proceedings, civil litigation, and relevant legal theories.
- Applies critical thinking, sound legal reasoning, and effective decision-making to legal matters.
- Analyzes complex legal issues and develops practical and legally sound solutions.
- Demonstrates excellent legal research and writing skills with a strong understanding of applicable laws, regulations, and legal principles.

Case Management & Organization

- Demonstrates strong organizational skills and acute attention to detail.
- Learn new assignments, procedures, and subject matters quickly.

- Demonstrates the ability to effectively manage time, prioritize competing responsibilities, and meet established deadlines.

Communication & Relationship Management

- Communicate effectively, both verbally and in writing, with county officials, employees, clients, court personnel, and other stakeholders.
- Must be able to work both independently and collaboratively.

Technology & Operational Proficiency

- Demonstrates proficiency with Microsoft Office Suite, MATRIX case management software, legal research platforms, and other technology necessary to perform assigned responsibilities.
- Learns and adapts to new technologies, systems, and processes supporting legal operations.

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.

BENEFITS SUMMARY

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