SHAYLA D. FAVOR

FRANKLIN COUNTY PROSECUTING ATTORNEY

POSITION TITLE:	File Room Clerk - Criminal Division
IMMEDIATE SUPERVISOR:	Support Staff Supervisor
HOURS OF OPERATION:	Monday – Friday, 8:00 AM – 5:00 PM
STARTING SALARY:	$25 per hour
MINIMUM REQUIREMENTS:	High school diploma or GED. Some clerical or records management experience preferred; or any equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities.
FLSA:	Non-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: Under general supervision, performs routine and specialized clerical work related to the maintenance, organization, retrieval, and processing of criminal case files; ensures accuracy, accessibility, and security of records in accordance with established procedures; performs related duties as required.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

Records Management & File Organization

- Maintain, organize, label, file, and store criminal case files and related documentation in both physical and electronic formats.
- Ensure criminal case records are accurately categorized, organized, and maintained in accordance with established filing systems and office procedures.
- Review file contents for accuracy and completeness, identifying and reporting missing documents, discrepancies, or filing errors to appropriate personnel.
- Maintain an orderly, accessible, and efficient file room environment to support daily operations.
- Assist with records retention, archiving, and authorized destruction of files in accordance with established retention schedules, office policies, and applicable requirements.

File Retrieval, Tracking & Distribution

- Retrieve, locate, and distribute criminal case files and related documents to attorneys, legal support staff, courts, and other authorized personnel.
- Maintain accurate records of file locations, movement, and distribution using manual and electronic tracking systems.
- Ensure timely retrieval and delivery of requested case materials to support court proceedings, case preparation, and operational deadlines.
- Monitor file movement and assist with locating missing or misplaced records.

- Follow established procedures for file check-out, return, and accountability to maintain accurate tracking and accessibility.

Case Preparation & Legal Administrative Support

- Assist attorneys and legal support personnel with the preparation, organization, and assembly of criminal case files for hearings, trials, and other court proceedings.
- Organize and process legal documents, correspondence, and case-related materials in accordance with established procedures.
- Respond promptly and professionally to internal requests for records, documents, and case-related information.
- Provide general clerical and administrative assistance to support the daily operational needs of the Criminal Division.
- Collaborate with legal and administrative staff to ensure case materials are accessible, accurate, and available when needed.

Data Entry, Technology & Office Equipment

- Perform accurate and timely data entry, including updating file locations, case information, and records in applicable tracking and case management systems.
- Utilize computers, electronic filing systems, and standard office software to support records management and administrative responsibilities.
- Operate and maintain proficiency with standard office equipment, including scanners, copiers, printers, and related technology.
- Scan, copy, organize, and electronically store documents in accordance with established procedures.
- Identify and report equipment malfunctions, system discrepancies, or operational concerns to appropriate personnel.

Confidentiality, Records Security & Compliance

- Maintain strict confidentiality and security of sensitive criminal justice records, legal documents, and internal office information.
- Ensure case files and confidential materials are accessed, handled, stored, and distributed only to authorized personnel.
- Follow established records management procedures, confidentiality requirements, and applicable office policies.
- Exercise discretion and sound judgment when handling sensitive information or responding to records requests.
- Promptly report concerns involving missing records, unauthorized access, confidentiality, or document security.

Operational Support & Process Improvement

- Support the efficient daily operation of the File Room by maintaining organized workspaces, supplies, and records storage areas.
- Identify opportunities to improve filing accuracy, document accessibility, workflow efficiency, and overall records management processes.
- Assist with implementing updated filing procedures, operational practices, and organizational improvements as directed.

- Coordinate with colleagues and supervisors to prioritize assignments and address changing operational needs.
- Perform other duties as assigned to support the mission and operational effectiveness of the Franklin County Prosecutor's Office.

CORE COMPETENCIES

Records Management, Accuracy & Attention to Detail

- Demonstrates knowledge of basic office practices, filing systems, and records management procedures.
- Maintains accurate, complete, and organized records while consistently demonstrating strong attention to detail.
- Identifies discrepancies, missing information, and filing errors and takes appropriate steps to resolve or report concerns.
- Performs repetitive clerical and records management tasks with consistency, accuracy, and efficiency.
- Demonstrates an understanding of the importance of maintaining reliable and accessible criminal case records.

Communication, Collaboration & Professional Relationships

- Communicates clearly, effectively, and professionally with attorneys, supervisors, colleagues, and other authorized personnel.
- Establishes and maintains positive, cooperative, and productive working relationships across the office.
- Demonstrates a willingness to assist others and contribute to a collaborative, service-oriented work environment.
- Follows written and verbal instructions accurately and seeks clarification when necessary.
- Responds to requests and operational needs with professionalism, courtesy, and a commitment to timely service.

Organization, Accountability & Time Management

- Demonstrates strong organizational skills and the ability to manage multiple assignments and competing priorities.
- Effectively prioritizes responsibilities to ensure timely completion of file retrieval, processing, and administrative tasks.
- Takes ownership of assigned duties and demonstrates reliability, accountability, and consistent follow-through.
- Maintains organized workspaces and records systems to support efficient daily operations.
- Demonstrates dependability, punctuality, and a strong commitment to meeting departmental expectations.

Adaptability, Technology & Continuous Learning

- Demonstrates proficiency in basic computer applications, data entry, electronic records systems, and standard office equipment.
- Adapts effectively to changing assignments, operational priorities, and evolving office procedures.
- Demonstrates a willingness to learn new systems, technologies, and records management practices.
- Approaches challenges with flexibility, initiative, and a solution-oriented mindset.
- Supports continuous improvement efforts designed to enhance efficiency, accuracy, and overall departmental operations.

Ethics, Integrity & Professionalism

- Demonstrates integrity, professionalism, discretion, and accountability in all assigned responsibilities and professional interactions.
- Maintains strict confidentiality when handling sensitive criminal justice records, case materials, and internal office information.
- Exercises sound judgment and follows applicable policies, procedures, and confidentiality requirements.
- Demonstrates respect, fairness, and professionalism when interacting with colleagues and other stakeholders.
- Upholds the mission, values, and ethical standards of the Franklin County Prosecutor's Office.

PHYSICAL REQUIREMENTS

The File Room Clerk frequently performs clerical duties involving standing, walking, sitting, bending, reaching, and handling physical and electronic records. The position may require lifting, carrying, and moving files or storage boxes weighing up to 50 pounds, with or without reasonable accommodation. Duties involve repetitive movements, including filing, sorting, scanning, typing, and operating standard office equipment. The File Room Clerk must be able to navigate office and records storage areas, maintain an organized workspace, and perform assigned duties with accuracy and attention to detail. Regular attendance and punctuality are essential to supporting the daily operations of the Criminal Division.

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.