



SHAYLA D. FAVOR

FRANKLIN COUNTY PROSECUTING ATTORNEY

POSITION TITLE: Investigator (Internal) – Criminal Unit
IMMEDIATE SUPERVISOR: Lead Investigator
HOURS: Monday – Friday, 8am – 5pm
STARTING SALARY: \$55,000 annually
MINIMUM REQUIREMENTS: High school diploma or equivalent required. Ability to learn new systems and become LEADS certified within 30 days of hire.
PREFERRED QUALIFICATIONS: Experience in administrative, legal, investigative, or criminal justice environment. Completion of coursework in criminal justice, paralegal studies, or related field; Basic knowledge of criminal background checks and legal processes.
FLSA: Non-Exempt
CLASSIFICATION: Unclassified

POSITION SUMMARY: The Franklin County Prosecutor’s Office Investigator will conduct proactive and reactive investigations to strengthen cases handled by the office. The Investigator will collect evidence and perform other work in support of prosecutions, primarily from within the office. This position is full-time and requires work to be performed in-person with a high degree of confidentiality.

ESSENTIAL FUNCTION AND RESPONSIBILITIES:

- Under the direction of the Investigator Supervisor, using LEADS, completes criminal background checks.
- Vet defendants for the Grand Jury Unit.
- Scans documents into MATRIX and enters notes and comments; documents case files; assists prosecutors when necessary; prepares and maintains records, writes reports of findings.
- Performs other job related duties as may be required.

CORE COMPETENCIES:

- Critical thinking in the gathering, analysis, and evaluation of facts and evidence.
- Sound decision making in obtaining information through interview, interrogation, and observation.
- Detail oriented in completing investigations and submitting notes.
- Exercise flexibility in understanding job duties and the manner in which a job is performed due to abrupt changes or functions.
- Quick learning ability when new tasks are required.
- Prioritize all job duties to ensure accurate and timely information.
- Maintain strict confidentiality.

PHYSICAL REQUIREMENTS

Franklin County Office Tower • 373 South High Street, Columbus, Ohio 43215-6318
Criminal Division • (614) 525-3555 • Fax (614) 525-6103
Civil Division • (614) 525-3520 • Fax (614) 525-6012
Juvenile Division • (614) 525-4440 • Fax (614) 525-6072

The Investigator will frequently type, handle materials, or manipulate office equipment and vehicles, and reach with hands and arms. The investigator may occasionally be required to drive and should have sufficient mobility, flexibility, and physical reflexes, with or without a reasonable accommodation, which permit the employee to lift up to twenty-five pounds. The Investigator must have sufficient clarity of speech and hearing abilities to permit him to discern verbal instructions and communicate effectively in person and by telephone. The Investigator generally works in an office setting where the noise level in the work environment is usually moderate. The Investigator must be able to be present in the office during normal work hours.

This offer is contingent upon a successful background check.

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
- Generous Paid Time Off Accrual
- Ten Paid Holidays
- Tuition Reimbursement
- Company-Paid Training and Development
- Commuter Program

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 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.