



SHAYLA D. FAVOR

FRANKLIN COUNTY PROSECUTING ATTORNEY

POSITION TITLE: Information Technology Analyst
IMMEDIATE SUPERVISOR: Information Technology Director
HOURS: Monday – Friday, 8am – 5pm
STARTING SALARY: \$70,000-\$72,000 Negotiable depending on experience
MINIMUM REQUIREMENTS: High school diploma or equivalent; relevant work experience may be converted to formal education and one or more of the following:

- ITIL Certification
- CompTIA A+
- CompTIA Network+
- Microsoft 365 Certified: Modern Desktop Administrator Associate
- 2+ years of focused, full-time application support, application management, or business analysis work.

PREFERRED QUALIFICATIONS: Bachelor's degree; 4+ years of focused, full-time application support, application management, or business analysis work; at least 1 year Matrix software experience. Microsoft Office Specialist (MOS) certification or expert in Microsoft Word is a plus.

FLSA: Non-Exempt

CLASSIFICATION: Unclassified

ORGANIZATION SUMMARY: Franklin County Prosecutor's Office (FCPO) mission is to prosecute criminal offenders in order to protect the citizens of Franklin County and obtain justice for victims of crime. This office operates in Juvenile and Domestic Court/Criminal Common Pleas/10th District Court of Appeals and the Ohio Supreme Court as well as providing various governmental clients with civil legal representation and counseling.

POSITION SUMMARY: As a member of the IT staff supporting the FCPO mission, the IT Analyst will report to the IT Director and be prepared to support any electronic device at the request of the FCPO staff. This role requires strong critical-thinking skills, adaptability, a commitment to continuous learning, and a consistently positive, can-do approach to work. This position requires confidentiality and access to sensitive and graphic content.

ESSENTIAL FUNCTION AND RESPONSIBILITIES:

- Develops, prepares and manages specialized legal document templates (reports, memos, forms) using Word or similar software.
- Interacting and training staff, gathering information, explaining procedures, providing direct and indirect user support, including end-user documentation. This may involve support in person, telephone, remote control, in court or other time sensitive, high pressure situations

- Collaborate with various courts/other county departments on end-user support, enabling first-contact incident or request resolution where possible and handling escalated incidents and requests as needed
- Performing clerical tasks, operating office equipment, and managing directories and databases.
- Maintaining inventory and equipment assignment
- Moving equipment up to 50 lbs.
- Ability to lift, kneel, or crawl under desks as required
- Advocate for the needs and interests of FCPO staff
- Ability to think critically to understand complex systems with interdependencies
- Complete all other duties as assigned.

CORE COMPETENCIES:

- Excellent written/verbal communication and organizational skills
- Exceptional attention to detail and proofreading abilities.
- Familiarity with legal terminology and procedures.
- Outstanding customer service
- Ability to multi-task
- Windows 11 troubleshooting and support
- Active Directory User Management
- PowerShell and scripting
- iPhone/Android basic user support
- Wired/wireless networking configuration and troubleshooting
- Video/audio editing experience
- Office 365 troubleshooting and support (Word/Outlook/Excel specialization)
- Legal/criminal justice experience a plus
- Evidence.com (Axon)
- Matrix Prosecutor (Matrix Pointe Software)

PHYSICAL REQUIREMENTS

The I.T. Analyst frequently types, handles materials, manipulates office equipment, and moves to and from and operates copier and fax machines. The I.T. Analyst generally works in an office and courtroom setting where the noise level in the work environment is usually moderate. The I.T. Analyst 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.

This position 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
- Eleven Paid Holidays
- Tuition Reimbursement
- Company-Paid Training and Development

- Commuter Program
- Potential for Hybrid Work Schedule

Submit resume and cover letter with position title in subject line to:

Human Resources, Franklin County Prosecutor's Office,
373 S. High Street, 15th Floor Columbus, Ohio 43215

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.