



SHAYLA D. FAVOR

FRANKLIN COUNTY PROSECUTING ATTORNEY

POSITION TITLE:	Legal Secretary
IMMEDIATE SUPERVISOR:	Director, Grand Jury Unit
HOURS:	8am - 5pm, Monday – Friday; Rotating Saturday hours required.
STARTING SALARY:	\$50,000 – \$55,000; Dependent on experience.
MINIMUM REQUIREMENTS:	Associate degree or equivalent experience; Proficiency with Microsoft Office suite; Familiarity with Matrix case management system strongly preferred.
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: The Legal Secretary provides administrative and case-processing support to Assistant Prosecuting Attorneys within the Grand Jury Unit. This position is responsible for the intake, review, preparation, and processing of criminal cases for potential Grand Jury presentation, including maintaining case information, preparing legal documents, coordinating with law enforcement and court personnel. The Legal Secretary performs quality assurance throughout all stages of case processing to ensure accuracy, completeness, and timely movement of cases through the criminal justice system. This position requires strong organizational skills, attention to detail, sound judgment, adaptability, and the ability to maintain strict confidentiality in a fast-paced legal environment.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

- Process and intake criminal case files through Matrix and other case management systems, including both electronic and hard-copy submissions.
- Review submitted materials for completeness, accuracy, and sufficiency; research and verify identifying information related to suspects, victims, and witnesses.
- Prepare, organize, and maintain case files and supporting documentation for prosecutorial review and potential Grand Jury presentation.
- Electronically file legal documents with the appropriate courts and agencies in accordance with applicable procedures and deadlines.
- Prepare, proofread, edit, and ensure the accuracy of indictments and all related Grand Jury documentation.
- Draft investigative subpoenas, court entries, case summaries, and unit statistical reports.
- Coordinate and communicate with law enforcement agencies, attorneys, judges, clerk’s offices, and court personnel within Franklin County Municipal Court and the Court of Common Pleas.



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- Provide administrative and logistical support for attorneys handling criminal matters in Franklin County Municipal Court, including file management, hearing scheduling, document preparation, and case tracking.
- Support Grand Jury proceedings by assisting with juror registration and orientation, reviewing deliberation results, preparing dockets, and ensuring accurate processing of case outcomes.
- Retrieve, distribute, and route incoming files and correspondence to appropriate personnel for review and processing.
- Provide backup administrative support to other support staff within the division as needed.
- Maintain strict confidentiality of sensitive criminal justice information and records.
- Performs all other duties as assigned.

PREFERRED QUALIFICATIONS:

- 1-3 years of administrative experience in a legal environment.
- Familiarity with Matrix case management system strongly.
- Demonstrated attention to detail and accuracy.
- Ability to work well in a team environment, maintain confidentiality, and exercise sound judgment and discretion.
- Ability to apply complex processes and to understand judicial and court procedures.

CORE COMPETENCIES:

- Demonstrates an understanding of how criminal cases progress through the justice system and anticipates procedural next steps to support efficient case movement and accurate processing.
- Maintains a high degree of precision when reviewing information, preparing legal documents, verifying case data, and performing electronic filing functions.
- Exercises sound judgment when evaluating case information, identifying discrepancies, prioritizing work, and resolving procedural issues within established guidelines.
- Responds effectively to shifting priorities, urgent requests, and procedural changes while maintaining accuracy, professionalism, and productivity.
- Quickly learns new systems, procedures, and legal processes to meet the evolving needs of the Grand Jury Unit and Prosecutor's Office.
- Effectively prioritizes and manages a high volume of responsibilities and deadlines in a fast-paced legal environment.
- Communicates clearly and professionally with attorneys, law enforcement personnel, court staff, jurors, and external agencies while maintaining strong customer service and interpersonal skills.
- Handles sensitive information with discretion and consistently demonstrates professionalism, ethical conduct, and accountability.



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PHYSICAL REQUIREMENTS

The Legal Secretary frequently types, handles materials, manipulates office equipment, lifts files and file boxes weighing up to 25 lbs., and moves to and from. The Legal Secretary is responsible for exercising good judgement and including but not limited to telephone, computer, laptop, printer, fax, copier, calculator, and other necessary office equipment. The Legal Secretary generally works in an office and courtroom setting where the noise level in the work environment is usually moderate. The Legal Secretary must be able to be present in the office during normal work hours and routinely travel around the county government and courthouse complex.

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 & 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 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.