



SHAYLA D. FAVOR

FRANKLIN COUNTY PROSECUTING ATTORNEY

POSITION TITLE:	Paralegal, Civil Division
IMMEDIATE SUPERVISOR:	First Assistant, Civil Division
HOURS OF OPERATION:	Monday - Friday, 8:00 AM – 5:00 PM
MINIMUM SALARY:	\$55,000; negotiable based on experience
MINIMUM REQUIREMENTS:	Associate or bachelor degree in paralegal studies; ABA or OSBA recognized Paralegal Certificate strongly preferred; Minimum of one (1) year of experience working as a paralegal 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 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 Civil Paralegal assists Civil and Tax prosecutors with legal and administrative tasks, and performs a wide variety of specialized and high-accountability work requiring knowledge of legal terminology and procedures. The Civil Paralegal is responsible for providing support to other legal staff within county offices and exercising good judgment and decision-making. This position requires strict confidentiality and attention to detail. We are looking for a dependable paralegal with a positive attitude and the ability to work independently.

ESSENTIAL FUNCTION AND RESPONSIBILITIES:

- Performs high-accountability work administering litigation cases, and public records.
- Draft routine notices, pleadings, motions, and subpoenas under attorney supervision
- E-file all required documents during litigation
- Helps prepare and respond to discovery requests, including communications with medical providers and Data Center professionals
- Conduct trial preparation: contacting, scheduling and updating witnesses, as well as coordinating and preparing witnesses and experts for trial; assessing and updating information in case management systems; organizing and transferring discovery; assisting and creating trial notebooks and binders and organizing exhibits; legal writing (preparing motions, legal memoranda and editing documents)
- Maintain litigation files in case management system and assess files to ensure completeness
- Collaborate with other County offices, using publicly available information, to research compliance matter under attorney supervision
- Respond to requests and inquiries from client regarding status of litigation matters
- Prepare public records for production



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- Interact with attorneys, other county personnel, the public, the clerk's office and court personnel; performing quality assurance at all levels of document processing
- Performs other duties as assigned

CORE COMPETENCIES:

- Basic knowledge and understanding of the legal requirements involved in civil filings
- Critical thinking and decision making when assessing and providing information with an understanding of case and flow
- Detail-oriented with ability to triage multiple tasks of varying priority and deadlines
- Exercises flexibility and judgment 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
- Prioritizes all job duties to ensure accurate and timely information; and maintaining strict confidentiality
- Strong and effective communication and interpersonal skills with clients and the public

PREFERRED QUALIFICATIONS:

- ABA or OSBA recognized Paralegal Certificate
- Excellent verbal and written communication, organizational, and technology skills.
- Experience with legal case management and court systems, including Matrix, PACER, and electronic filing (e-filing) platforms.
- Ability to collaborate effectively with clients, court personnel, attorneys, and external agencies in a professional legal environment.
- Proficiency in conducting legal research using Westlaw or similar legal research databases.
- Advanced skill with Microsoft Office Suite, including PowerPoint, Outlook, and Excel.

PHYSICAL REQUIREMENTS:

The Civil Paralegal frequently types, handles materials, manipulates office equipment, and moves to and from and operates copier and fax machines. The Civil Paralegal generally works in office and courtroom settings where the noise level in the work environment is usually moderate. The Civil Paralegal must be able to be present in the office during normal work hours and have the ability to travel to and from court and other county offices.

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 County-Paid Holidays |
| • Disability and Life Insurance | • Tuition Reimbursement |
| • Ohio Public Employees Retirement System (OPERS) | • Company-Paid Training and Development |
| • Deferred Compensation | • Commuter Program |



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Offers of employment are contingent upon a successful background check.

Submit resume and cover letter to:
Franklin County Prosecutor's Office
373 S. High Street, 15th Floor 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.