



SHAYLA D. FAVOR

FRANKLIN COUNTY PROSECUTING ATTORNEY

POSITION TITLE: Paralegal – Discovery Unit
IMMEDIATE SUPERVISOR: Support Staff Supervisor, Discovery Unit
HOURS: Monday - Friday, 8:00 AM - 5:00 PM
TYPICAL STARTING SALARY: \$55,000- 65,000; negotiable depending on experience
MINIMUM REQUIREMENTS: Associate or bachelor's degree.
Minimum of one (1) year of experience in a paralegal support role.
ABA or OSBA Paralegal Certification 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 Discovery Unit Paralegal plays a vital role in supporting the Prosecutor's Office's legal and ethical discovery obligations through the management, organization, and disclosure of criminal case materials. Under the supervision of the Support Staff Supervisor, Discovery Unit, this position coordinates with law enforcement agencies, Assistant Prosecuting Attorneys, and defense counsel to ensure the accurate, timely, and compliant processing of discovery materials. The Discovery Unit Paralegal supports all prosecutorial units, including General Trial Staff, and assists in maintaining best practices related to digital evidence management, case preparation, and discovery compliance.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

Discovery Management & Compliance

- Receive, review, organize, and prepare discovery materials submitted by multiple law enforcement agencies.
- Identify missing, incomplete, or deficient discovery materials and proactively coordinate corrective action.
- Maintain accurate tracking of discovery status, disclosures, deadlines, and related case activity within the case management system.
- Respond promptly and professionally to discovery requests and communications from defense counsel.
- Ensure compliance with Ohio Criminal Rule 16, court orders, office policies, and applicable legal requirements governing criminal discovery.

Digital Evidence & Records Management

- Process and manage digital evidence, including body-worn camera footage, surveillance video, audio recordings, electronic records, and other digital media using MATRIX, Evidence.com, and other approved systems.

- Organize, maintain, and retrieve digital evidence to support case preparation and prosecutorial needs.
- Monitor evidence submissions to ensure completeness, accessibility, and proper documentation.

Case Preparation & Litigation Support

- Assist Assistant Prosecuting Attorneys with document review, exhibit preparation, trial binders, and other litigation support activities.
- Redact confidential, protected, or sensitive information in accordance with applicable laws, court rules, and office policies.
- Prepare and organize discovery materials to support criminal prosecutions and courtroom proceedings.

Stakeholder Collaboration & Customer Service

- Communicate effectively with Assistant Prosecuting Attorneys, law enforcement agencies, court personnel, and defense counsel regarding discovery matters.
- Foster collaborative working relationships to facilitate timely resolution of discovery issues.
- Provide professional, courteous, and responsive customer service to both internal and external stakeholders.

Continuous Improvement & Other Duties

- Support training initiatives, procedural improvements, and updates related to discovery compliance, digital evidence management, and office best practices.
- Assist with special projects and perform other duties as assigned.

CORE COMPETENCIES, SKILLS, EXPERIENCES:

Legal Knowledge & Discovery Compliance

- Working knowledge of criminal law, criminal court procedures, and discovery obligations, including Ohio Criminal Rule 16.
- Ability to apply legal concepts and procedural requirements to evidence management and case documentation.
- Understands legal confidentiality requirements and maintains compliance with all applicable laws and ethical standards.

Organization & Attention to Detail

- Demonstrates exceptional attention to detail when reviewing legal documents, identifying discrepancies, redacting confidential information, and managing discovery materials.
- Maintains accurate records while effectively managing high-volume workloads and competing priorities.
- Consistently meets deadlines in a fast-paced legal environment.

Technology & Digital Evidence Management

- Proficient in legal case management systems, including MATRIX, Evidence.com, and other electronic evidence platforms.
- Comfortable learning and utilizing new technologies to improve efficiency and support prosecutorial operations.
- Maintains organized electronic case files and digital evidence.

Communication & Collaboration

- Communicates professionally and effectively, both verbally and in writing, with attorneys, investigators, law enforcement agencies, court personnel, and external stakeholders.
- Builds positive working relationships while providing responsive and professional service.
- Works collaboratively as a member of a team while exercising sound independent judgment.

Professionalism & Accountability

- Maintains confidentiality and demonstrates professionalism, integrity, and ethical decision-making in all aspects of the position.
- Exercises discretion when handling sensitive information.
- Demonstrates initiative, adaptability, accountability, and a commitment to continuous improvement.
- Recognizes the importance of resilience, emotional well-being, and maintaining professional practices while working in a trauma-exposed environment.

PHYSICAL REQUIREMENTS

The Paralegal must have an ability to remain in a stationary position for extended periods of time while reviewing case files, conducting research, and working on a computer. Frequent use of hands and fingers for typing, data entry, file handling, and operating standard office equipment (scanner, copier, etc.). The Paralegal must be able to routinely travel around the county government and courthouse complex and be present in the office during normal work hours. Must have the ability to lift and carry legal files, boxes of discovery materials, or digital evidence equipment weighing up to 25 pounds with, or without, accommodation. Visual acuity to read and analyze digital and physical documents, including small font sizes and surveillance footage. Auditory ability to accurately listen to audio recordings, 911 calls, and video evidence as part of case preparation. The Paralegal generally works in an office where the noise level is usually moderate.

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