



SHAYLA D. FAVOR

FRANKLIN COUNTY PROSECUTING ATTORNEY

POSITION TITLE:	Paralegal, Innovation Unit
IMMEDIATE SUPERVISOR:	Chief Counsel, Innovation Unit
HOURS OF OPERATION:	Monday - Friday, 8:00 AM – 5:00 PM
TYPICAL STARTING SALARY:	\$56,000 - \$60,000; negotiable based on experience
MINIMUM REQUIREMENTS:	Associate or bachelor's 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 Innovation Unit Paralegal provides advanced legal, administrative, and case management support to Assistant Prosecuting Attorneys within the Innovation Unit. The Innovation Paralegal assists with diversion programs, Specialty Dockets, record sealing and expungement matters, and reentry initiatives by conducting legal research, preparing legal documents, organizing case materials, maintaining case records, coordinating with justice system partners, and supporting attorneys throughout all phases of assigned matters. The Innovation Paralegal works collaboratively with multidisciplinary teams to promote accountability, rehabilitation, and public safety while ensuring the efficient administration of Innovation Unit programs.

ESSENTIAL FUNCTION AND RESPONSIBILITIES:

Case Preparation & Legal Support

- Assist Assistant Prosecuting Attorneys in reviewing cases referred for diversion programs and Specialty Dockets by gathering records, organizing case materials, and verifying eligibility information.
- Conduct legal and factual research related to diversion programs, Specialty Dockets, record sealing, expungement, parole matters, and other Innovation Unit initiatives.
- Draft correspondence, legal memoranda, proposed pleadings, objections, responses, and other legal documents for attorney review.
- Prepare case summaries, timelines, and supporting documentation for hearings, staffing meetings, and court proceedings.
- Organize and maintain electronic and physical case files to ensure accuracy, completeness, and timely access to information.



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- Assist with record sealing and expungement reviews by compiling criminal history information, verifying statutory criteria, and preparing supporting documentation for attorney evaluation.

Specialty Docket Operations & Case Management

- Coordinate case information for Specialty Docket staffing meetings, treatment team meetings, status hearings, and revocation proceedings.
- Monitor participant progress by maintaining communication with treatment providers, probation officers, Specialty Docket Coordinators, and other stakeholders.
- Maintain accurate case records in MATRIX and other case management systems.
- Track court dates, deadlines, participant compliance, warrants, sanctions, incentives, and related case activities.
- Prepare reports, spreadsheets, and other tracking tools to support case management and program operations.

Collaboration & Stakeholder Support

- Serve as a liaison between Assistant Prosecuting Attorneys, court personnel, probation officers, law enforcement agencies, treatment providers, defense counsel, and community organizations regarding case information and scheduling.
- Coordinate the collection and exchange of records and documentation necessary to support Specialty Docket operations.
- Assist with interagency communication to facilitate diversion, treatment, reentry, and rehabilitation initiatives.

Community Engagement & Program Support

- Assist with community engagement events, educational initiatives, and public awareness activities related to Specialty Dockets, diversion programs, record sealing, expungement, and reentry services.
- Prepare informational materials, presentations, and resource guides for community partners and stakeholders.
- Support Innovation Unit projects, data collection efforts, and program evaluation initiatives.

Professional Accountability

- Perform all duties in accordance with applicable laws, ethical standards, office policies, discovery obligations, the Ohio Revised Code, and Ohio Supreme Court Specialty Docket standards.
- Maintain professionalism, confidentiality, integrity, accountability, and sound legal judgment in all interactions.
- Perform all other duties assigned, delegated, or required of the Assistant Prosecuting Attorney and those prescribed by law.

CORE COMPETENCIES:

Legal Knowledge & Analytical Skills

- Demonstrates knowledge of criminal justice procedures, court operations, record sealing and expungement processes, diversion programs, and Specialty Dockets.



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- Conducts thorough legal and factual research and prepares accurate, organized work product.
- Demonstrates exceptional legal writing skills, strong analytical abilities, and the capacity to work independently while exercising sound judgment.
- Evaluates and organizes complex information while maintaining exceptional attention to detail.

Organization & Case Management

- Manages multiple assignments simultaneously while meeting competing deadlines.
- Maintains accurate records and effectively utilizes MATRIX, Microsoft Office, and other legal technology platforms.
- Quickly adapts to changing priorities and operational needs.

Collaboration & Communication

- Builds productive working relationships with attorneys, judges, court personnel, law enforcement agencies, treatment providers, probation officers, and community organizations.
- Communicates professionally and effectively with internal and external stakeholders.
- Supports multidisciplinary teams in achieving program goals and positive participant outcomes.

Professionalism & Accountability

- Exercises sound judgment, discretion, and professionalism in handling confidential information.
- Demonstrates integrity, reliability, accountability, and commitment to public service.
- Maintains compliance with office policies, applicable laws, and ethical standards.

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 skills with Microsoft Office Suite, including PowerPoint, Outlook, and Excel.

PHYSICAL REQUIREMENTS:

The Innovation Unit Paralegal frequently types, handles materials, manipulates office equipment, and moves to and from and operates copiers and fax machines. The Innovation Paralegal generally works in office and courtroom settings where the noise level in the work environment is usually moderate. The Innovation 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.



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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 County-Paid Holidays
- Tuition Reimbursement
- Company-Paid Training and Development
- Commuter Program

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.