



SHAYLA D. FAVOR

FRANKLIN COUNTY PROSECUTING ATTORNEY

POSITION TITLE: Legal Secretary (Grand Jury)
IMMEDIATE SUPERVISOR: Director, Grand Jury
HOURS: Monday – Friday, 8am – 5pm, occasional Saturday hours possible.
STARTING SALARY: \$48,000-55,000; Negotiable depending on experience. Position is subject to a 180-day probationary period.
MINIMUM REQUIREMENTS: At least 1 year Matrix experience preferred
FLSA: Non-Exempt
CLASSIFICATION: Unclassified

POSITION SUMMARY: The Legal Secretary will provide administrative support to assistant prosecuting attorneys in the Grand Jury unit. The Legal Secretary is responsible for assessing and updating information in case management systems; monitoring, preparing and editing documents; interacting with other agencies, clerk's offices and court personnel; providing support services during court hearings; retrieving mail; properly sorting and delivering files for review for possible presentation to Grand Jury and performing quality assurance at all levels of document processing. The Legal Secretary is responsible for providing back-up support to other support staff, exercising good judgement, and decision making skills and operating standard office equipment, including but not limited to telephone, computer, laptop, printer, fax, copier, calculator, and other necessary office equipment. This position requires high levels of confidentiality.

ESSENTIAL FUNCTION AND RESPONSIBILITIES:

- Process files through Matrix (both electronic and hard copy submissions) which requires the ability to assess sufficiency and accuracy of information provided, research other databases to link appropriate information, and quality assurance of identifiers of suspects and witnesses.
- Case and file preparation.
- Ensure accuracy of indictments and all documents relating to Grand Jury voting.
- E-file documents, and prepare and amend documents and files.
- Create investigative subpoenas, entries, summaries of unit statistics.
- Interact with law enforcement, attorneys, and judges and court personnel in both Municipal Court and the Court of Common Pleas.
- Provide support for attorneys handling cases in the Franklin County Municipal Court including handling of files, assessing and recording necessary information, scheduling Court hearings, preparing and processing appropriate entries.
- At Grand Jury, provide guidance, participate in registration and orientation of jurors, review results of deliberation and docket preparation.

CORE COMPETENCIES

- **Systems Thinking & Case Flow Awareness** – Demonstrates foresight and sequential reasoning to anticipate next steps, using critical thinking and sound decision-making to evaluate and communicate information with a clear understanding of how cases progress through the criminal justice system.
- **Accuracy & Critical Judgment** – Applies meticulous attention to detail and sound judgment when preparing legal documents and performing timely, compliant e-filing.
- **Adaptability** – Adjusts effectively to sudden changes in assignments, priorities, and procedures while maintaining quality and productivity.
- **Learning Agility** – Quickly acquires new skills and procedures to meet evolving demands in a fast-paced legal environment.
- **Prioritization & Time Management** – Organizes and executes multiple tasks in order of urgency and importance to ensure accurate, timely completion of all responsibilities.

PHYSICAL REQUIREMENTS

The Legal Secretary frequently types, handles materials, manipulates office equipment, and moves to and from and operates copier and fax machines. 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 to and from court.

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

Please submit resume and cover letter with the position in the Subject line to:

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.