



SHAYLA D. FAVOR

FRANKLIN COUNTY PROSECUTING ATTORNEY

POSITION TITLE:	Support Staff Supervisor – File Room
IMMEDIATE SUPERVISOR:	Support Staff Supervisor, Criminal Division
HOURS:	8:00 AM – 5:00 PM, Monday – Friday
MINIMUM SALARY:	\$65,000; negotiable based on experience
MINIMUM REQUIREMENTS:	Associate or bachelor's degree preferred. Proficiency with Microsoft Office suite. Familiarity with MATRIX case management system is strongly preferred. Supervisory experience preferred.
FLSA:	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 Support Staff Supervisor of the File Room oversees the daily operations of the File Room and supervises support staff responsible for criminal case records, file management, record retention, and document services. This position ensures the integrity, accessibility, and security of physical and electronic case records while supporting prosecutors, investigators, law enforcement agencies, courts, and internal staff. The Support Staff Supervisor coordinates workflow, establishes operational priorities, ensures compliance with records retention requirements, and promotes efficient, accurate, and timely file management processes.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

Leadership & File Room Operations

- Provide leadership, supervision, scheduling, training, coaching, and performance management for Criminal File Room support staff while fostering a collaborative, customer-focused, and high-performing work environment.
- Direct the daily operations of the Criminal File Room, ensuring the timely processing, organization, retrieval, maintenance, and security of criminal case files and related records.
- Establish work priorities, monitor workflow, allocate staff resources, and adjust operational activities to meet service expectations and organizational needs.
- Develop, implement, and maintain file room policies, procedures, and operational standards that promote efficiency, consistency, accuracy, and record integrity.
- Identify operational challenges, recommend process improvements, and implement solutions that enhance workflow, customer service, and overall operational effectiveness.



SHAYLA D. FAVOR

FRANKLIN COUNTY PROSECUTING ATTORNEY

Records & Information Management

- Ensure the accuracy, completeness, confidentiality, security, and integrity of physical and electronic criminal case records.
- Oversee the maintenance, organization, and preservation of archived records, microfilm, historical case files, and other records in accordance with established standards.
- Oversee file access, document requests, and the timely distribution of records to authorized internal and external stakeholders.
- Coordinate the processing and maintenance of court documentation, hearing dockets, arraignment materials, and other Criminal File Room support functions.

Digital Records & Technology Management

- Oversee the digitization, indexing, electronic storage, and maintenance of current and historical case files, photographs, audio recordings, video recordings, and other evidentiary materials.
- Coordinate the conversion and long-term preservation of legacy media, including VHS and other audio/video recordings, utilizing approved digital storage platforms.
- Ensure timely uploading, maintenance, and integrity of digital records within the Office's case management system and related technologies.
- Maintain inventories of file room equipment, digital recording devices, and office supplies while coordinating purchasing, maintenance, and replacement as needed.

Records Compliance & Vendor Administration

- Administer the Office's records retention program, including annual archive and destruction processes, in accordance with applicable laws, Office policies, and approved retention schedules.
- Coordinate the retrieval, transfer, storage, and destruction of records with off-site records management vendors while serving as the primary liaison for contracted storage services.
- Review and approve invoices related to records storage and retrieval services while ensuring accuracy, compliance, and fiscal responsibility.
- Ensure compliance with applicable records management laws, confidentiality requirements, and organizational policies governing criminal records.

Professional Accountability

- Provide responsive, professional customer service to internal staff, courts, law enforcement agencies, attorneys, vendors, and authorized external stakeholders.
- Maintain confidentiality while handling sensitive criminal justice information and records.
- Lift, transport, organize, and store records and storage materials weighing up to 50 pounds, as necessary.
- Perform all other duties assigned, delegated, or required.

CORE COMPETENCIES:

Leadership & Talent Development

- Builds high-performing teams through effective supervision, coaching, performance management, and employee development.
- Effectively plans, prioritizes, delegates, and coordinates work to achieve operational objectives.



SHAYLA D. FAVOR

FRANKLIN COUNTY PROSECUTING ATTORNEY

- Promotes accountability, collaboration, professionalism, and continuous improvement within the Criminal File Room.

Strategic Leadership & Operational Excellence

- Demonstrates exceptional organizational, operational coordination, and time management skills while effectively balancing competing priorities.
- Identifies operational challenges, exercises sound judgment, and implements process improvements that enhance efficiency, consistency, and service delivery.
- Demonstrates strong critical thinking, problem-solving, and decision-making skills in a dynamic work environment.

Records Management & Technical Expertise

- Demonstrates knowledge of records management principles, document retention requirements, information governance, and records preservation best practices.
- Maintains proficiency with Microsoft Office Suite, electronic records management systems, case management software, and related technologies.
- Ensures the accuracy, integrity, security, and accessibility of physical and electronic records through strong attention to detail and quality assurance practices.

Relationship Management & Customer Service

- Builds productive working relationships with internal departments, courts, law enforcement agencies, vendors, and authorized external stakeholders.
- Demonstrates exceptional written and verbal communication skills while providing responsive, professional customer service.
- Collaborates effectively with diverse stakeholders to support organizational objectives and operational success.

Professional Judgment & Accountability

- Uphold strict confidentiality while exercising professionalism, integrity, discretion, and sound judgment in handling sensitive criminal justice information.
- Show adaptability, initiative, accountability, and a strong work ethic while responding to changing priorities and organizational needs.
- Performs all duties in accordance with applicable laws, records retention requirements, office policies, and established procedures.

QUALIFICATIONS:

- Associate or bachelor's degree preferred.
- Progressively responsible experience in records management, file administration, legal support, or a related administrative field.
- Previous supervisory experience preferred.
- Experience working with electronic document management or case management systems preferred.
- Demonstrated ability to organize and manage high-volume records while maintaining strict confidentiality and accuracy.



SHAYLA D. FAVOR

FRANKLIN COUNTY PROSECUTING ATTORNEY

- Possession of a valid driver's license may be required for records transportation or off-site storage coordination.

PHYSICAL REQUIREMENTS

The Support Staff Supervisor frequently types, handles materials, manipulates office equipment, lifts files and file boxes weighing up to 50 lbs., and moves to and from. The Support Staff Supervisor is responsible for exercising good judgement. The Support Staff Supervisor generally works in an office and courtroom setting where the noise level in the work environment is usually moderate. The Support Staff Supervisor must be able to be present in the office during normal work hours and may 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 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.