



G. GARY TYACK

FRANKLIN COUNTY PROSECUTING ATTORNEY

POSITION TITLE:	Deputy Director, Litigation (Civil Division)
IMMEDIATE SUPERVISOR:	First Assistant, Civil Division
HOURS:	Monday - Friday, 8am - 5pm
STARTING SALARY:	\$100,000 to \$130,000 annual, commensurate with experience
MINIMUM REQUIREMENTS:	Juris Doctor from ABA accredited law school, Admission to Ohio Bar pursuant to Section 4705.01 of the Ohio Revised Code, at least five years of experience in civil litigation with two years of supervisory experience
FLSA:	Exempt
CLASSIFICATION:	Unclassified

POSITION SUMMARY: The Deputy Director, Litigation in the Civil Division represents Franklin County boards, commissions, officials, officers, and employees in civil litigation matters as well as works with the Litigation Director to assign and supervise legal work to staff. The candidate must have experience providing leadership and supervision to other attorneys or staff members, as well as a firm foundation in litigation including legal research, writing, discovery, and trial practice in both state and federal courts.

ESSENTIAL FUNCTION AND RESPONSIBILITIES:

- Work with Litigation Director to assign and supervise legal work performed by staff
- Provide advice and guidance to assigned staff and review their work for legal compliance and accuracy
- Independently manage a case load of civil litigation from answer or complaint through trial
- Represent and advise the elected officials, employees and various departments, agencies, boards and commissions of Franklin County
- Perform all other duties assigned, delegated to, or required of, the Deputy Director, Litigation, as well as those prescribed by law.

EXPERIENCE AND SKILLS:

- At least two years of experience providing leadership or supervision preferably to other attorneys in a formal reporting structure (an informal or ad-hoc structure, or supervision of legal staff will also be considered)
- At least five years of experience in litigation or trial proceedings in state and federal court
- Experience overseeing discovery (including depositions and written discovery), presenting arguments, and conducting contested hearings (including the examination of witnesses) in both state and federal court
- Available to work in the office on a daily basis and have the ability to meet and work outside the normal working hours for case preparation
- Able to work both independently and collaboratively
- Ability to effectively manage time and meet deadlines
- Possess qualities of fairness, a strong work ethic, and the highest integrity, particularly with regard to matters of confidentiality and privilege

- Ability to conduct business in accordance with federal statutes and guidelines, the Ohio Revised Code, and the Ohio Administrative Code
- Preferred experience representing local governments
- Preferred ten years of experience in civil litigation with some public sector experience.

CORE COMPETENCIES:

- Critical thinking and decision-making skills
- Detail-oriented
- Flexible and quick-thinking, with ability to learn new tasks quickly
- Good time management, including ability to prioritize all job duties to ensure accurate and timely completion of responsibilities
- Possess excellent research and writing skills with requisite understanding of relevant laws, regulations, and legal theories
- Knowledge of computers and computer operating systems, with ability to learn Matrix case management system

PHYSICAL REQUIREMENTS

The Deputy Director, Litigation frequently types, handles materials, manipulates office equipment, and moves to and from and operates copier and fax machines. The Deputy Director, Litigation generally works in an office and courtroom setting where the noise level in the work environment is moderate. The Deputy Director, Litigation must be able to be present in the office during normal work hours and routinely travel to and from court and client offices.

This offer is contingent upon a successful background check. This office observes COVID-19 protocols and may require employees to be either vaccinated or test frequently.

BENEFITS SUMMARY

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| • Medical, Dental, Vision and Behavioral Health, and Prescription Drug Coverage | • Deferred Compensation |
| • Employee Assistance Program | • Generous Paid Time Off Accrual |
| • Disability and Life Insurance | • Ten Paid Holidays |
| • Ohio Public Employees Retirement System (OPERS) | • Tuition Reimbursement |
| | • Company-Paid Training and Development |
| | • Commuter Program |

Submit resume to: Franklin County Prosecutor's Office
 373 S. High Street, Columbus, Ohio 43215 - Francine Matteson
fmatteson@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.