



# G. GARY TYACK

## FRANKLIN COUNTY PROSECUTING ATTORNEY

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<b>POSITION TITLE:</b>	Assistant Prosecuting Attorney
<b>IMMEDIATE SUPERVISOR:</b>	Chief Counsel
<b>HOURS:</b>	Monday - Friday, 8am - 5pm
<b>STARTING SALARY:</b>	Salary commensurate w/ level of experience
<b>MINIMUM REQUIREMENTS:</b>	Bachelor's Degree; Juris Doctorate; Admission to Ohio Bar pursuant to Section 4705.01 of the Ohio Revised Code
<b>FLSA:</b>	Exempt
<b>CLASSIFICATION:</b>	Unclassified

The Franklin County Prosecutor's Office is currently looking for attorneys with adult criminal and/or juvenile court prosecution (or equivalent) experience.

**POSITION SUMMARY:** The Assistant Prosecuting Attorney (APA) is an attorney who has a firm foundation in legal research and writing, good time-management skills, and a willingness and desire to participate in trials. The APA will represent the State of Ohio in criminal and/or delinquency prosecutions in the Common Pleas Court of Franklin County General or Juvenile Court Divisions. The APA will operate standard office equipment, including but not limited to telephone, computer, laptop, printer, fax, copier, calculator, and other necessary office equipment. This position is full-time and requires work to be performed in-person with a high degree of confidentiality.

### **ESSENTIAL FUNCTION AND RESPONSIBILITIES:**

- Prepare cases for trial or Grand Jury, including contacting victims and witnesses.
- Present cases for trial or Grand jury consideration.
- Represent the State of Ohio in daily court hearings.
- Analyze legal issues; Conduct legal research on various legal issues.
- Prepare motions and legal briefs; Draft subpoenas and requests for records.
- Work professionally with defense attorneys, court personnel, law enforcement agencies, and the public.
- Perform all other duties assigned, delegated, or required of the Assistant Prosecuting Attorney as well as those prescribed by law.

### **CORE COMPETENCIES:**

- Critical thinking and decision-making skills
- Detail oriented
- Flexible and quick-thinking
- Quick learning ability when new tasks are required
- Prioritize all job duties to ensure accurate and timely completion of responsibilities
- Good time management

- Possess excellent research and writing skills with requisite understanding of relevant legal issues
- Knowledge of computers and computer operating systems with ability to learn Matrix case management system
- Must possess qualities of fairness, a strong work ethic, have the highest integrity
- Maintain confidentiality
- Able to conduct business in accordance with federal statutes and guidelines and the Ohio Revised Code
- Able to perform all other duties assigned, delegated, or required of the Assistant Prosecuting Attorney as well as those prescribed by law

### **PHYSICAL REQUIREMENTS**

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

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.

### **Submit resume, writing sample, and three references to:**

Franklin County Prosecutor's Office - 373 S. High St., Columbus, Ohio 43215  
Francine Matteson, HR Administrator - [fmatteson@franklincountyohio.gov](mailto: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.