



G. GARY TYACK

FRANKLIN COUNTY PROSECUTING ATTORNEY

POSITION TITLE: Investigator (Conviction Integrity Unit)
IMMEDIATE SUPERVISOR: Conviction Integrity Unit (CIU) Director
HOURS: Monday – Friday, 8am – 5pm
STARTING SALARY: \$48,107 annually
MINIMUM REQUIREMENTS: High School diploma; 4 years' experience conducting investigations or complaints and possible violations of laws and rules; must be licensed and certified to carry firearms, valid Ohio Driver's license; proof of automobile insurance; must become LEADS certified within 30 days of hire.
FLSA: Non-Exempt
CLASSIFICATION: Unclassified

POSITION SUMMARY: The Franklin County Prosecutor's Office Investigator (CIU) will conduct investigations to review cases handled by the office. The Investigator (CIU) will locate witnesses interviewed by law enforcement, collect evidence and perform other work in support of CIU review. This position requires a high degree of confidentiality.

ESSENTIAL FUNCTION AND RESPONSIBILITIES:

- Under the direction of the CIU Director, locates, contacts, transports and interviews victims, claimants, witnesses, federal, state and municipal agents to obtain information by telephone, correspondence or in person; gathers and organizes evidence for review.
- Under the direction of the CIU Director, using LEADS, completes criminal background checks; using ACCURINT and OHLEG, scans documents into MATRIX and enters notes and comments; documents case files; prepares and maintains records.
- Prepares and maintains records, writes reports of findings; acts as liaison with law enforcement or other administrative agencies to transmit information regarding criminal activity; may testify in court regarding findings and investigations; performs other related responsibilities as may be required.
- Assist in review of applications for CIU
- Investigate claims of actual innocence at the direction of the Prosecutor and CIU Director.
- Obtain and review court records and other documents related to criminal prosecution.
- Determine whether further scientific testing is needed, and make recommendations for additional evidentiary review.
- Prepare and present investigation findings and recommendations to the Prosecutor and/or CIU Director.
- Work professionally with defense attorneys, court personnel, law enforcement agencies, and the public.

CORE COMPETENCIES:

- Critical thinking and clear judgment in the gathering, analysis, and evaluation of facts and evidence.
- Sound decision making in obtaining information through interview, interrogation, and observation.
- Detail oriented in completing investigations and submitting notes.
- Exercise flexibility in understanding job duties and the manner in which a job is performed due to abrupt changes or functions.
- Quick learning ability when new tasks are required.
- Prioritize all job duties to ensure accurate and timely completion.
- Maintain strict confidentiality.

PHYSICAL REQUIREMENTS

The Investigator (CIU) frequently moves to and from and operates copier and fax machines. The Investigator (CIU) generally works in an office setting where the noise level in the work environment is usually moderate. The Investigator (CIU) is frequently required to drive a vehicle, stand, sit, stoop, kneel, bend, use hands to type, handle materials, or manipulate office equipment and vehicles, and reach with hands and arms. The Investigator (CIU) must occasionally lift or move up to 25 pounds. The Investigator (CIU) must have adequate vision, including close vision, distance vision, and ability to adjust focus. The Investigator (CIU) must have sufficient clarity of speech and hearing abilities to permit him to discern verbal instructions and communicate effectively in person and by telephone. The Investigator (CIU) works outside in all weather conditions to locate persons of interested and investigate criminal activity.

The Investigator (CIU) meets with injured, traumatized and emotional members of the community in conceivably dangerous situations resulting in possible fear of personal safety. The Investigator (CIU) must be able to respond effectively to physical threats against themselves, other employees of the Office, victims, and other members of the public.

The Investigator (CIU) must be available outside standard work hours. With approval, the Investigator (CIU) will be able to work a flex schedule consistent with department needs (airport transports, serving subpoenas and court presence, etc. outside standard work hours). A retired police officer is ideal for this position.

This office observes COVID-19 protocols.

All employees are required to be either vaccinated or test frequently.

Please submit resume and cover letter to

Franklin County Prosecutor's Office - 373 S. High St., Columbus, Ohio 43215

Francine Matteson, HR Administrator - 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.



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FRANKLIN COUNTY PROSECUTING ATTORNEY

POSITION TITLE: Assistant Prosecuting Attorney (Drug Unit)
IMMEDIATE SUPERVISOR: Chief Counsel, Drug Unit
HOURS: Monday - Friday, 8am - 5pm
STARTING SALARY: \$77,085; salary commensurate w/ level of experience
MINIMUM REQUIREMENTS: Bachelor's Degree
Juris Doctorate
Admission to Ohio Bar pursuant to Section 4705.01 of the Ohio Revised Code
PREFERRED: Experience on high-level felony drug trafficking cases; complex multi-defendant felony cases; RICO cases and drug-related homicides.
FLSA: Exempt
CLASSIFICATION: Unclassified

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 to participate in trials. The APA will represent the State of Ohio in criminal prosecutions in the Common Pleas Court of Franklin County and/or Franklin County Municipal Court. The Franklin County Prosecutor's Office is currently looking for attorneys with criminal prosecution (or equivalent) experience. 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 requires high levels of confidentiality.

ESSENTIAL FUNCTION AND RESPONSIBILITIES:

- Prepare cases for Grand Jury and/or trial, including contacting victims and witnesses.
- Present cases at Grand Jury and/or trial.
- 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 or delegated to, or required of, the Assistant Prosecuting Attorney, as well as those prescribed by law.

CORE COMPETENCIES:

- Critical thinking and decision making skills

Franklin County Office Tower • 373 South High Street, Columbus, Ohio 43215-6318
Criminal Division • (614) 525-3555 • Fax (614) 525-6103
Civil Division • (614) 525-3520 • Fax (614) 525-6012
Juvenile Division • (614) 525-4440 • Fax (614) 525-6072

- 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.

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FRANKLIN COUNTY PROSECUTING ATTORNEY

POSITION TITLE: Assistant Prosecuting Attorney (Civil Division)
IMMEDIATE SUPERVISOR: Chief Counsel, Civil Division
HOURS: Monday - Friday, 8am - 5pm
STARTING SALARY: \$75,000-90,000 annual, depending on experience
MINIMUM REQUIREMENTS: Bachelor's Degree
Juris Doctor from ABA accredited law school
Admission to Ohio Bar pursuant to Section 4705.01 of the Ohio Revised Code
FLSA: Exempt
CLASSIFICATION: Unclassified

POSITION SUMMARY: The Assistant Prosecuting Attorney (APA) in the Civil Division represents Franklin County boards, commissions, officials, officers, and employees in civil matters, including but not limited to litigation and transactional matters. This position will focus specifically on public records and applicants should have familiarity with R.C. 149.43. The candidate must have a firm foundation in legal research and writing, and excellent time-management skills. 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 requires high levels of confidentiality.

ESSENTIAL FUNCTION AND RESPONSIBILITIES:

- Represent and advise the County, its elected officials, employees and various departments, agencies, boards and commissions of Franklin County;
- Handle select civil litigation with an emphasis on public records;
- Provide legal advice to County officials, boards and commissions on legal matters affecting county government, including general legal compliance;
- Advise and represent boards of township trustees; and
- Perform all other duties assigned or delegated to, or required of the Assistant Prosecuting Attorney as well as those prescribed by law.

EXPERIENCE AND SKILLS:

- Must be 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;
- Must be able to work both independently and collaboratively;
- Must possess the ability to effectively manage time and meet deadlines;
- Preferred three (3) to five (5) years of experience in the public sector or in civil discovery;
- Must possess excellent research and writing skills and requisite understanding of relevant law and regulations;

- Must possess qualities of fairness, a strong work ethic, have the highest integrity; and must also maintain the confidentiality of law enforcement and investigatory records and other confidential information;
- Preferred experience representing local governments or other similar experience.
- Conduct business in accordance with federal statutes and guidelines, the Ohio Revised Code, and the Ohio Administrative Code.

CORE COMPETENCIES:

- Critical thinking and decision-making skills
- Detail oriented
- Flexible and quick-thinking
- Ability to learn new tasks quickly when required
- 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 legal theories
- Knowledge of computers and computer operating systems, with ability to learn Matrix case management system
- Must possess qualities of fairness, a strong work ethic, the highest integrity, and ability to maintain confidentiality

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