



# SHAYLA D. FAVOR

## FRANKLIN COUNTY PROSECUTING ATTORNEY

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<b>POSITION TITLE:</b>	Economic Crime - Assistant Prosecuting Attorney
<b>IMMEDIATE SUPERVISOR:</b>	Chief Counsel, Criminal Division
<b>HOURS:</b>	Monday - Friday, 8am - 5pm
<b>STARTING SALARY:</b>	\$90,000 - \$115,000 annually; Negotiable depending on 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 an attorney with prosecution (or equivalent) experience. Previous trial experience is desired.

**POSITION SUMMARY:** The Assistant Prosecuting Attorney (APA) in the Criminal Unit is an attorney interested in criminal law who has a firm foundation in legal research and writing, good time-management skills, and a willingness to participate in trials. 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. This position prosecutes cases of all felony levels. Cases handled include highly complex matters such as RICO, Securities, Ethics, Public Corruption, Embezzlements, Elder Theft, and other frauds.

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

- Handle a docket of felony cases.
- Prepare cases for Grand Jury and/or trial, including contacting victims and witnesses.
- Present cases to Grand Jury and/or trial.
- Analyze legal issues.
- Draft subpoenas and requests for records.
- Represent the State of Ohio in daily court hearings.
- Conduct legal research on various legal issues.
- Prepare motions and legal briefs.
- Work professionally with defense attorneys, court personnel, law enforcement agencies, and the public.

### **CORE COMPETENCIES:**

- Critical thinking and decision making skills
- Detail oriented
- Flexible and quick-thinking

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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

TMD 7/11/23

- 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 Assistant Prosecuting Attorney frequently types, handles materials, manipulates office equipment, and moves to and from and operates copier and fax machines. The Assistant Prosecuting Attorney generally works in an office and courtroom setting where the noise level in the work environment is usually moderate. The Assistant Prosecuting Attorney must be able to routinely travel around the county government and courthouse complex and be present in the office during normal work hours with attendance and punctuality of particular importance.

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**

- |   |   |
|---|---|
| • 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                      |

### **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](mailto:prat-hr@franklincountyohio.gov)**

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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.

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# SHAYLA D. FAVOR

## FRANKLIN COUNTY PROSECUTING ATTORNEY

<b>POSITION TITLE:</b>	Assistant Prosecuting Attorney (Drug Unit)
<b>IMMEDIATE SUPERVISOR:</b>	Director , Drug Unit
<b>HOURS:</b>	Monday - Friday, 8am - 5pm
<b>STARTING SALARY:</b>	Negotiable depending on 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

**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 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. This position requires high levels of confidentiality.

### QUALIFICATIONS:

- Juris Doctor (J.D.) degree from an accredited law school.
- Active membership in the Ohio State Bar Association.
- In-depth knowledge of criminal law, procedural rules, constitutional law, and case law.
- Expertise in trial preparation, courtroom procedure, appellate advocacy, legal terminology and court procedures.
- Work professionally with defense attorneys, court personnel, law enforcement agencies, and the public.
- Proficiency in Microsoft Office Suite and MATRIX software.

### Preferred Qualifications

- Experience on felony drug trafficking cases and human trafficking cases; complex multi-defendant felony cases; RICO cases and drug-related homicides.
- Experience in a large urban prosecuting office, such as Franklin County, with exposure to a high volume of complex cases.

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- Familiarity with community-based restorative justice programs and a commitment to promoting fair and just outcomes.

**ESSENTIAL FUNCTION AND RESPONSIBILITIES:**

- Prepare and present cases for Grand Jury and/or trial, including contacting victims and witnesses regarding drug and human trafficking cases.
- Utilize knowledge of victim services, including legal protections and resources for victims of human trafficking.
- 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.
- Engage with investigative techniques related to drug trafficking and human trafficking, including wiretaps, surveillance, and undercover operations.
- Perform all other duties assigned or delegated to, or required of, the Assistant Prosecuting Attorney, as well as those prescribed by law.

**SUCCESSFUL CANDIDATE PROFILE:**

- Knowledge about of the drug and human trafficking apparatus nationally, with specificity with Franklin County
- 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.

**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)
- Optional Deferred Compensation
- Generous Paid Time Off Accrual
- Ten Paid Holidays
- Tuition Reimbursement
- Company-Paid Training and Development
- Commuter Program

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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# SHAYLA D. FAVOR

## FRANKLIN COUNTY PROSECUTING ATTORNEY

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<b>POSITION TITLE:</b>	Assistant Prosecuting Attorney (Criminal Division – Juvenile Unit)
<b>IMMEDIATE SUPERVISOR:</b>	Chief Counsel, Juvenile Division
<b>HOURS:</b>	Monday - Friday, 8am - 5pm
<b>STARTING SALARY:</b>	Negotiable depending on 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

**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 Assistant Prosecuting Attorney (APA) in the Juvenile Unit is an attorney interested in juvenile and criminal law who has a firm foundation in legal research and writing, good time-management skills, and a willingness to participate in trials. The APA will prosecute unruly, misdemeanor, and felony delinquency complaints of juvenile defendants filed in the Franklin County Court of Common Pleas, Juvenile Division, as well as juvenile traffic offenses. The APA will also prosecute civil abuse, neglect, and dependency complaints. 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:**

- Handle a docket of felony, misdemeanor, unruly, traffic, and abuse/neglect/dependency cases.
- Prepare cases for trial, including contacting victims and witnesses.
- Present cases for trial.
- Analyze legal issues.
- Draft subpoenas and requests for records.
- Represent the State of Ohio in daily court hearings.
- Conduct legal research on various legal issues.
- Prepare motions and legal briefs.
- Work professionally with defense attorneys, court personnel, law enforcement agencies, and the public.

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**CORE COMPETENCIES:**

- Critical thinking and decision making when assessing and providing information with an understanding of the flow of cases through the criminal justice system.
- Exercise extreme attention to detail when producing accurate, thorough, organized and useful work products.
- Quick learning ability when new tasks are required.
- Prioritize all job duties to ensure accurate and timely completion.
- Exercise 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
- 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**

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**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

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# SHAYLA D. FAVOR

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## FRANKLIN COUNTY PROSECUTING ATTORNEY

<b>POSITION TITLE:</b>	Assistant Prosecuting Attorney (Civil/Tax Division)
<b>IMMEDIATE SUPERVISOR:</b>	Deputy Director, Tax Division
<b>HOURS:</b>	Monday - Friday, 8am - 5pm
<b>STARTING SALARY:</b>	\$75,000-85,000 annual, commensurate with experience
<b>MINIMUM REQUIREMENTS:</b>	Juris Doctor from ABA accredited law school Admission to Ohio Bar pursuant to Section 4705.01 of the Ohio Revised Code
<b>FLSA:</b>	Exempt
<b>CLASSIFICATION:</b>	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 Assistant Prosecuting Attorney (APA) in the Tax Unit, 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 primarily focus on real property tax foreclosures and providing legal advice to county offices on real property and tax matters in Franklin County Common Pleas Court, Franklin County Environmental Court, Franklin County Probate Court, the Tenth District Court of Appeals and the Supreme Court of Ohio. 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, presence in the office during normal work hours and routinely travel to and from the office.

### Qualifications:

- 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;
- 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 client information; and
- Must be able to conduct business in accordance with federal statutes and guidelines, the Ohio Revised Code, and the Ohio Administrative Code.



# SHAYLA D. FAVOR

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## FRANKLIN COUNTY PROSECUTING ATTORNEY

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

- Represent and advise the County, elected officials, employees and various departments, agencies, boards and commissions of Franklin County;
- Handle select civil litigation with an emphasis on real property law and tax foreclosures;
- Provide legal advice to County officials, boards and commissions on legal matters affecting county government, including real property and tax matters; and
- Work professionally with members of the Prosecutor's Office, opposing counsel, court personnel, and the public; and
- Perform all other duties assigned or delegated to, or required of the Assistant Prosecuting Attorney, as well as those prescribed by law.

### **SUCCESSFUL CANDIDATE PROFILE:**

- Critical thinking and decision-making skills
- Detail oriented
- Flexible and quick-thinking
- Ability to learn new tasks quickly
- Good time management, including ability to prioritize all job duties to ensure accurate and timely completion of responsibilities
- 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
- Qualities of fairness, a strong work ethic, the highest integrity, and ability to maintain confidentiality

### **PHYSICAL REQUIREMENTS**

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### **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
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# SHAYLA D. FAVOR

## FRANKLIN COUNTY PROSECUTING ATTORNEY

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**POSITION TITLE:** Investigator (Conviction Integrity Unit)  
**IMMEDIATE SUPERVISOR:** Conviction Integrity Unit (CIU) Director  
**HOURS:** Monday – Friday, 8am – 5pm  
**STARTING SALARY:** \$50,000 annually, negotiable depending on experience  
**MINIMUM REQUIREMENTS:** Bachelor's or Associate's Degree, or relevant experience such as OPOTA certification. At least 4 years' experience conducting investigations of 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:** Exempt  
**CLASSIFICATION:** Unclassified

**POSITION SUMMARY:** The Franklin County Prosecutor's Office Investigator (CIU) will work closely with staff attorneys and legal interns. The primary responsibility of the Investigator is to locate and interview witnesses; to assist in document requests, collection, review, and management; to assist in the collection of evidence and to transport evidence to crime laboratories for examination. The focus of investigations will be based on claims of factual innocence from imprisoned individuals. We are seeking an energetic, team-oriented, dedicated individual with relevant experiences in investigation and/or work in the criminal legal system. This position is full time and requires a high degree of confidentiality.

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

- Gathering documents and records from courts, government agencies, attorneys, and other sources;
- Interviewing witnesses and preparing affidavits as needed;
- Documenting all investigative actions in detailed, timely written memos and reports;
- Communicating all investigative actions and progress directly to supervising attorneys in regular updates and meetings;
- Managing large electronic or physical files pertaining to each case;
- Completing any related administrative tasks;
- Traveling and conducting investigative tasks outside typical work hours; and
- Other duties as determined by supervising attorneys.

### **CORE COMPETENCIES:**

- An understanding of issues bearing on criminal justice, social justice, racial justice, and wrongful convictions;
- The ability to learn, understand, and work with the CIU Team to apply the law related to wrongful convictions (though no legal experience is necessary);

- The ability to learn, understand, and work with the CIU Team to apply the basics of forensic science and DNA testing, (though no science experience is necessary);
- The ability to remain objective throughout the investigation and review all leads
- Strong written and oral communication skills;
- Excellent follow-through;
- The ability to work independently within teams supervised by a lead attorney;
- The ability to communicate and work cooperatively with a wide range of people including government personnel and officials, law enforcement, attorneys, records custodians, students, victims and families of victims, imprisoned individuals and their families, and members of the community;
- Superb organizational skills including organizing and maintaining enormous amounts of paper;
- The capacity and internal motivation to take initiative and think strategically;
- Willingness and desire to travel and work irregular hours under challenging conditions;
- Computer literacy including proficiency with common office software;
- Knowledge of/experience with the criminal legal system or government agencies

### **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 interest 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 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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# SHAYLA D. FAVOR

## FRANKLIN COUNTY PROSECUTING ATTORNEY

**POSITION TITLE:** Investigator (External)  
**IMMEDIATE SUPERVISOR:** Lead Investigator  
**HOURS:** Monday – Friday, 8am – 5pm  
**STARTING SALARY:** \$50,000 annually, negotiable depending on experience  
**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, Ohio Driver's license; proof of automobile insurance; must become LEADS certified within 30 days of hire.  
**FLSA:** Non-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 Franklin County Prosecutor's Office Investigator will conduct proactive and reactive investigations to strengthen cases handled by the office. The Investigator will locate witnesses interviewed by law enforcement, deliver subpoenas, execute search warrants, collect evidence and perform other work in support of prosecutions. This position requires a high degree of confidentiality.

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

- Under the direction of the Lead Investigator, locates, contacts, transports and interviews victims, claimants, witnesses, federal, state and municipal agencies to obtain information by telephone, correspondence or in person; serves subpoenas; gathers evidence and organizes evidence for subsequent prosecution.
- Under the direction of the Lead Investigator, using LEADS, completes criminal background checks; using ACCURINT and OHLEG, completes death checks upon requests from Drug Unit and others areas of the agency; provides identifiers for defendants as requested by the Grand Jury Unit; scans documents into MATRIX and enters notes and comments; documents case files; assists prosecutors when necessary; 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.

**SUCCESSFUL CANDIDATE PROFILE:**

- 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 information.
- Maintain strict confidentiality.

**PHYSICAL REQUIREMENTS**

The Investigator 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 must occasionally lift or move up to 25 pounds. The Investigator must have adequate vision, including close vision, distance vision, and ability to adjust focus. The Investigator 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 works outside in all weather conditions to locate persons of interested and investigate criminal activity.

The Investigator meets with injured, traumatized and emotional members of the community in conceivably dangerous situations resulting in possible fear of personal safety. The Investigator 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 must be available outside standard work hours. With approval, the Investigator 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.

**BENEFITS SUMMARY**

- Medical, Dental, Vision and Behavioral Health, and Prescription Drug Coverage
- Employee Assistance Program
- Disability and Life Insurance
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- Deferred Compensation
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# SHAYLA D. FAVOR

## FRANKLIN COUNTY PROSECUTING ATTORNEY

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**POSITION TITLE:** Victim Witness Assistant (Juvenile and Criminal)  
**IMMEDIATE SUPERVISOR:** Victim Witness Unit Director  
**HOURS:** Monday – Friday, 8am – 5pm  
**STARTING SALARY:** \$50,000 - \$54,000 Annually  
**MINIMUM REQUIREMENTS:** Bachelor of Science in Social Work or related social science field.  
**FLSA:** Non-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.

**JOB SUMMARY:** The Victim Witness Assistant serves as a support person for victims of violent crimes and acts as a liaison between the victims and assistant prosecuting attorneys. The Victim Witness Assistant is responsible for providing support to prosecuting attorneys, exercising good judgement and decision making skills and operating standard office equipment. This position requires high levels of confidentiality.

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

- Establish contact with victims and their families to explain the criminal justice system and their roles in the prosecutorial process.
- Assist victims in navigating the criminal justice system by informing victims of court dates and hearing information, providing emotional support, and courtroom accompaniment.
- Provide information on victim's rights, the Ohio Victims of Crime Compensation Program, VINE, Safe at Home program, and additional resources.
- Provide appropriate resources and referrals to victims.
- Provide safety planning and assist with obtaining protection orders.
- Receive regular training for best practices in working with victims of crime, particularly domestic violence, sexual assault, child abuse, stalking, and homicides.
- Document notes in 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.
- Schedule and attend trial preparation meetings with victims and prosecutors.
- Interact with law enforcement, attorneys, judges, and court personnel in the Municipal Court and the Court of Common Pleas (General, Domestic and Juvenile Divisions).
- Provide support for prosecutors in the Franklin County Courts including handling of files, assessing and recording necessary information, preparing and processing appropriate entries.
- Complete all other duties as assigned

**CORE COMPETENCIES**

- Understand and utilize trauma-informed practices and strategies
- Ability to make sensitive and insightful observations of individuals to determine a course of intervention.
- Perform duties with a high degree of autonomy, initiative, attention to detail, critical thinking and independent judgement
- Exercise flexibility during unexpected changes in daily schedule.
- Demonstrate excellent interpersonal skills when communicating, clearly and effectively, with victims and other professionals
- Understanding of the flow of cases through the criminal justice system.
- Organize work, prioritize tasks and meet deadlines
- Quick learning ability when new tasks are required.

**PHYSICAL REQUIREMENTS**

The Victim Witness Assistant frequently types, handles materials, manipulates office equipment, and moves to and from and operates copier and fax machines. The Victim Witness Assistant generally works in an office and courtroom setting where the noise level in the work environment is usually moderate. The Victim Witness Assistant must be present in the office during normal work hours and routinely navigate to and from court, and any other locations (i.e. hospitals, FCCS, jail, victims homes, etc.)

**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
- Potential for Hybrid Work Schedule

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.

**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](mailto:prat-hr@franklincountyohio.gov)**

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# SHAYLA D. FAVOR

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## FRANKLIN COUNTY PROSECUTING ATTORNEY

<b>POSITION TITLE:</b>	Assistant Prosecuting Attorney (Grand Jury)
<b>IMMEDIATE SUPERVISOR:</b>	Chief Counsel, Grand Jury
<b>HOURS:</b>	Monday - Friday, 8am - 5pm
<b>STARTING SALARY:</b>	Salary commensurate w/ level of experience
<b>MINIMUM REQUIREMENTS:</b>	Juris Doctor, admission to Ohio Bar pursuant to Section 4705.01 of the Ohio Revised Code. Matrix experience preferred.
<b>FLSA:</b>	Exempt
<b>CLASSIFICATION:</b>	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 Assistant Prosecuting Attorney (APA) in Grand Jury is responsible for representing the State of Ohio at initial appearances in Municipal Court and managing a felony trial staff docket and prosecution/trials of felony cases in Common Pleas Court-including representing State in sentencing and resentencing hearings. This role involves thorough preparation, legal analysis, and advocacy, ensuring that only valid cases proceed to trial.. 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, presence in the office during normal work hours and routinely travel to and from the office.

### **QUALIFICATIONS:**

- Juris Doctor (J.D.) degree from an accredited law school.
- Active membership in the Ohio State Bar Association.
- In-depth knowledge of criminal law, procedural rules, constitutional law, criminal law, criminal procedure, and grand jury rules..
- Expertise in trial preparation, courtroom procedure, legal terminology and court procedures.
- 2+ years of experience as a prosecuting attorney or criminal law experience, with exposure to grand jury processes preferred.
- Experience in trial preparation and legal research.

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

- Draft indictments, prepare and present cases for Grand Jury and/or trial, including contacting victims and witnesses
- Conduct research and analyze legal issues, draft subpoenas and request for record, represent the State of Ohio in court hearings
- Prepare and present evidence and legal instruction to the grand jury in criminal cases
- Advise law enforcement officers on the legal requirements for investigations and evidence collection to support grand jury inquiries
- Guide grand jurors in their role, providing legal direction to ensure informed deliberations
- Interact with courts and agencies to facilitate diversion of cases into appropriate specialty courts
- Safeguard sensitive information related to ongoing grand jury proceedings and investigations
- Conduct legal research on various legal issues
- Work professionally with defense attorneys, court personnel, law enforcement agencies, and the public
- Share a trial docket of felony, cases.
- Prepare cases for trial, including contacting victims and witnesses.
- Draft subpoenas and requests for records.
- Represent the State of Ohio in daily court hearings, including pretrials, trials, arraignments, sentencing and resentencing.
- Prepare motions, notices and respond to motions.
- Work professionally with defense attorneys, court personnel, law enforcement agencies, and the public.

### **SUCCESSFUL CANDIDATE PROFILE:**

- Critical thinking and decision making skills
- Detail-oriented
- Flexible and quick-thinking
- Quick learning ability when new tasks are required
- Good time management; prioritize all job duties to ensure accurate and timely completion of responsibilities
- Possess excellent research skills with requisite understanding of relevant legal issues
- Knowledge of computers and computer operating systems including Matrix case management system
- Possess qualities of fairness, integrity and a strong work ethic
- 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 Assistant Prosecuting Attorney (APA) in Grand Jury frequently types, handles materials, manipulates office equipment, and moves to and from and operates copier and fax machines. The Deputy Chief Counsel generally works in an office and courtroom setting where the noise level in the work environment is usually moderate. The Assistant Prosecuting Attorney (APA) in Grand Jury must be able to be present in the office during normal work hours and routinely travel to and from court.

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# SHAYLA D. FAVOR

FRANKLIN COUNTY PROSECUTING ATTORNEY

<b>POSITION TITLE:</b>	Training and Workflow Specialist
<b>IMMEDIATE SUPERVISOR:</b>	Information Technology Director
<b>HOURS:</b>	Monday – Friday, 8am – 5pm
<b>STARTING SALARY:</b>	Negotiable depending on experience
<b>MINIMUM REQUIREMENTS:</b>	Associate's Degree or equivalent; relevant work experience may be converted to formal education.
<b>FLSA:</b>	Non- Exempt
<b>CLASSIFICATION:</b>	Unclassified

## Organization Summary

Franklin County Prosecutor's Office (FCPO) mission is to prosecute criminal offenders in order to protect the citizens of Franklin County and obtain justice for victims of crime. This office operates in Juvenile and Domestic Court/Criminal Common Pleas/10th District Court of Appeals and the Ohio Supreme Court as well as providing various governmental clients with civil legal representation and counseling.

## Position Summary

As a member of the IT staff supporting the FCPO mission, the Training and Workflow Specialist will report to the IT Director and should be prepared to analyze workflow, support and train the FCPO staff. Thinking on your feet, learning new skills as needed and having a can-do attitude are essential. This position requires confidentiality and access to sensitive and graphic content. Additionally, the Specialist will streamline and optimize workflows, ensuring that the office's IT systems enhance productivity and compliance with legal standards.

## Qualifications

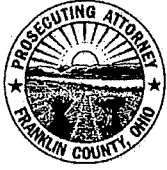
- Associate's Degree in information Technology, Business Administration, or a related field. or equivalent; relevant work experience may be converted to formal education.
- 2+ years experience work in the criminal justice/court related field
- 2+ years experience work with application support or business analysis work
- 2+ years experience in training or presentation related field
- Knowledge of IT security best practices, particularly in a legal and government context
- In-depth knowledge of Microsoft 360, with expert knowledge of Microsoft Excel
- Excellent presentation, communication, and interpersonal skills, with the ability to explain technical concepts to non-technical users
- Strong written and oral communication skills
- Ability to assess training needs, create effective training materials, and deliver engaging training sessions

## Preferred Qualifications

- Bachelor's degree in Information Technology, Business Administration, or a related field
- 4+ years of work in criminal justice/court related business analysis work
- At least 1 year Matrix software experience
- Experience creating end user documentation

## Essential Function and Responsibilities

- Analyze and develop workflows in Criminal Justice/IT systems
- Create reports using ad-hoc reporting tools and MS Excel as requested



# SHAYLA D. FAVOR

## FRANKLIN COUNTY PROSECUTING ATTORNEY

- Create and maintain training documentation utilized by Attorneys and other office staff
- Meet in person or virtually to train and onboard new staff, 1 on 1 or in groups
- Assist IT Director with configuration and maintenance of Criminal Justice/IT systems (Matrix CMS, Evidence.com, Confluence)
- Provide direct and indirect user support, including end-user documentation and/or training. This may involve support in person, telephone, remote control, in court or other time sensitive, high pressure situations
- This job requires standing, sitting and using a computer for 8 hours a day

### Successful Candidate Profile

- Creation and successful delivery of work product
- Critical thinking and decision making skills
- Detail oriented
- Collaborative and communicative
- Flexible and quick-thinking
- Diagnostic skills and learning on the job
- Prioritize all job duties to ensure accurate and timely completion of responsibilities
- Good time management
- Ability to evaluate, report and optimize operations

### PHYSICAL REQUIREMENTS

The role frequently types, handles materials, manipulates office equipment, The role generally works in an office and where the noise level in the work environment is usually moderate. The ability to use a computer for extended periods, conduct training sessions, and manage documentation. This role must be able to be present in the office during normal work hours and routinely travel throughout the Franklin County 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)
- Optional Deferred Compensation
- Generous Paid Time Off Accrual
- Ten Paid Holidays
- Tuition Reimbursement
- Training and Development

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# SHAYLA D. FAVOR

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