

**Franklin County Board of Commissioners
Classification Specification & Job Description**

<u>CLASSIFICATION TITLE:</u> Attorney 2	<u>CLASS NUMBER:</u> 70604	<u>FLSA:</u> Exempt
<u>AGENCY/DIVISION:</u> Child Support Enforcement Agency	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> 180
<u>BARGAINING UNIT:</u> Non-bargaining	<u>PAY GRADE:</u> N17	<u>POSITION CONTROL #:</u> Varies
<u>POSITION LOCATION:</u> 80 E. Fulton Street Columbus, Ohio 43215	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Attorney Supervisor (085000)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u> Varies		

CLASSIFICATION PURPOSE:

The primary purpose of the Attorney 2 classification is to represent the agency in court proceedings for the establishment of paternity and support orders and in contempt proceedings, to supervise assigned staff, and to review cases to determine appropriate action.

JOB DUTIES:

Represent the agency in court proceedings for the establishment of paternity and support orders and in contempt proceedings. Supervise assigned staff. Review cases to determine appropriate action. Conduct court hearings and negotiations in domestic and juvenile court to establish paternity, child support, and health insurance. Enforce child support orders through contempt motions and enforcement of jail sentences. Prepare case files for hearings. Conduct court hearings and negotiations in domestic and Juvenile court on interstate cases to establish paternity and child support. Reviews, assesses, and approve cases to be filed in court.

Attend court hearings in domestic and juvenile court to respond to motions and objections filed by individuals against the agency. Conduct hearings in probate court on complaints to determine heirship and bills in equity. Attend court hearings in the Court of Appeals. Attend court hearings in the United States Bankruptcy Court concerning child support matters.

Prepare documents. Perform legal research. Review files in preparation for court hearings. Meet with clients to prepare agreed entries on child support matters. Supervise and evaluate the performance of assigned personnel. Maintain continuing education requirements by attending seminars and other classes. Assist clients with information regarding legal proceedings. Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

MAJOR WORKER CHARACTERISTICS:

Knowledge of supervision; public relations; agency policy and procedures; interviewing; government structure and process; law. Skills in equipment. Ability to define problems; collect data, establish facts and draw valid conclusions; interpret extensive variety of technical material in books, journals and manuals; interview applicants effectively; prepare meaningful, concise and accurate reports; use proper research methods in gathering data; develop complex reports and position papers; gather, collate and classify information about data, people or things; handle sensitive inquiries; establish friendly atmosphere as supervisor of work unit, resolve complaints from angry citizens and government officials.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Juris Doctorate with two (2) years of legal experience.

Additional Requirements

License to practice law in the State of Ohio is required. Must meet background check requirements.

Supervisory Responsibilities

Ability to assign, review, plan, and coordinate the work of other employees, to provide instruction to other employees, to maintain department standards, to recommend the discipline of other employees, and to act on employee problems.

UNUSUAL WORKING CONDITIONS:

N/A

Acknowledgement of Receipt:

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

Employee Name

Employee Signature

Date