

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

<u>CLASSIFICATION TITLE:</u> Attorney Supervisor	<u>CLASS NUMBER:</u> 70605	<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> N19	<u>POSITION CONTROL #:</u> 085002
<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> Legal Services Manager (085000)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		

CLASSIFICATION PURPOSE:

The primary purpose of the Attorney Supervisor classification is to manage and direct the assigned unit, review and litigate difficult cases, provide advice to management and employees, and serve as liaison to the court.

JOB DUTIES:

Manage and direct the workflow of the litigation unit. Act as the Agency’s Administrative Counsel and assist the Assistant Director with IV-D contract preparation. Review human resources matters in collaboration with the Human Resources Department. Make policy and procedure recommendations to the legal services manager. Ensure goals and directives of agency administration are followed and administered within the unit. Participate in managerial meetings. Serve as resource of information for employees of the department and the agency by providing answers to legal questions, deciphering complex documents, and reviewing the law to provide advice on child support matters. In collaboration with the Human Resources Department, serve as liaison to the Prosecutor’s Office when the agency or any employee is a subject of a lawsuit or administrative case.

Litigate cases. Review documents prepared by the secretary for signature and filing. Communicate via telephone, writing, and in person with clients of the agency regarding case statuses. Answer questions and investigate complaints. Prepare performance appraisals for unit employees. Observe attorneys in court to monitor skill level, knowledge of the law, and professionalism.

Review, approve, and sign performance appraisals for direct reports. Prepare disciplinary actions when necessary. Attend monthly supervisor and court meetings. Serve as contact/liason between department and Court Assignment Office and Clerk of Courts. Work to create streamlined processes for ease of filing court documents and obtaining court dates. Develop goals and objectives for the department. Ensure the department implements changes as required by local, state, and federal law.

Respond to foreclosures actions received by attorney. Prepare and review agreed entries based on sworn statements of the parties. Review capias list to determine if capias is still viable. Diffuse situations between obligors and obligees in court and during walk-in meetings. Conduct investigations at the request of the director. Serve as independent fact finder. Research issues for the director and prepare written findings. Interview candidates for vacant positions upon request. Provide training to newly hired attorneys and existing staff members as needed. Determine equipment needs of department and recommend purchases. 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 management; employee training and development; supervision; public relations; human relations; agency policy and procedures, interviewing; law. Skill in word processing; typing; equipment operation. Ability to understand most difficult classes of concepts; deal with many variables and determine specific action; use proper research methods in gathering data; develop complex reports and position papers; establish friendly atmosphere as supervisor of work unit; handle sensitive inquiries from and contacts with officials and general public.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Juris Doctorate with five (5) years of legal experience.

Additional Requirements

License to practice law in the State of Ohio. Admitted to practice before the Southern District of Ohio, United States District Court, and Notary Commission is required. Must meet background check requirements.

Supervisory Responsibilities

Ability to assign, train, review, plan, and coordinate the work of other employees, to provide instruction to other employees, to maintain department standards, to recommend the discipline or discharge of other employees, to act on employee problems, and to recommend and approve the transfer, promotion, or salary increase of other employees.

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