

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

<u>CLASSIFICATION TITLE:</u> Legal Services Manager	<u>CLASS NUMBER:</u> 70606	<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> N21	<u>POSITION CONTROL #:</u> 085000
<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> Director (081000)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u> Administrative Secretary 1 (085001) Attorney Supervisor (085002) Legal Services Supervisor (085022)		

CLASSIFICATION PURPOSE:

The primary purpose of the Legal Services Manager classification is to formulate policy and establish operational procedures for the Legal Services Department. Supervise assigned program staff, program area and evaluate strategies for operational success.

JOB DUTIES:

Plan, direct, and administer the overall activities of the CSEA Legal Services Department. Manage activities and prepare and present evaluations of assigned staff. Act as a Liaison with the Franklin County Court of Common Pleas, the Domestic and Juvenile Division, the Franklin County Children Services, and the Department of Job and Family Services as needed. Act as a Liaison with the local bar including local Legal Aide providers. Provide CLE presentations relating to child support matters for the local bar.

Review and analyze data from each of the three units to assess productivity, trends and adherence to Agency goals and philosophy. Assess hearing volume as related to the Department staffing needs. Provide leadership for the department for daily operations and when implementing special projects or grants that involve the legal services team.

Ensure the Attorneys maintain Continuing Legal Education and Hearing Officer Certification. Mentor for the Leadership and Mentoring Program.

Serve as legal advisor to management on matters relating to legal policies, litigation, and liability. Assist Attorneys in addressing any unique client situations or legal issues that arise in the course of their case management. In conjunction with the Attorney Supervisor, research laws and legal precedents, confer with County Prosecutor's office, and review complex oral and written legal interpretations and recommendations. Research legal ramifications of contemplated programmatic and administrative policy and procedural changes. Review proposed and enacted legislation and recommend proper agency direction. 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; child support laws, labor relations; employee training and development; supervision; public relations; agency policy and procedures; counseling; law. Skills in equipment operation. Ability to interpret extensive variety of technical material in books, journals and manuals; calculate fractions, decimals and percentages; use statistical analysis; read simple sentences with common vocabulary; comprehend simple sentences with common vocabulary; maintain accurate records; originate routine business letters reflecting standard procedures; understand manuals and verbal instructions, technical in nature; prepare meaningful, concise and accurate reports; use proper research methods in gathering data; prepare and deliver speeches before specialized audiences and general public; develop complex reports and position papers; work alone on most tasks; answer routine telephone inquiries from public; handle sensitive inquiries from and contacts with officials and general public; establish friendly atmosphere as division or large section chief; resolve complaints from angry citizens and government officials.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Must possess a Juris Doctor degree and be in good standing with the Ohio Supreme Court to practice law in the State of Ohio with seven (7) years legal experience in child support, social services, or related field.

Additional Requirements

Must have a license to practice law in the State of Ohio.

Supervisory Responsibilities

Ability to hire, assign, 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 or promotion 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