



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

<u>CLASSIFICATION TITLE:</u> Legal Services Supervisor	<u>CLASS NUMBER:</u> 70602	<u>FLSA:</u> Non-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> N15	<u>POSITION CONTROL #:</u> 085022
<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>		
Secretary 1 (081411)	Legal Secretary (085003, 085009, 085011, 085019, TBD)	
Paralegal Lead (085033)	Paralegal (085029, 085027, 085026, 085024, 085023, 085028)	

CLASSIFICATION PURPOSE:

The primary purpose of the Legal Services Supervisor classification is to supervise assigned staff, assign work, review work product, evaluate employees and oversee development and enforcement of unit policy, procedures and work flows.

JOB DUTIES:

Supervise paralegal and clerical staff of the Legal Services Department and ensure that the work of the unit is allocated efficiently, processed timely and prepared accurately. Prepare and draft pleadings on cases when needed, resolve problems and implement resolutions within the department and agency. Integrate the Administrative Hearing Officers needs into the unit’s structure and work flow. Compile and prepare statistical documents, reports and other management reports as assigned by the Manager. Provide training to staff and assist the Manager on special projects. Perform all necessary IT maintenance, back-up and new design for Legal Services Department databases in conjunction with Agency IT Contractor.

Interface with other agency staff and department heads to coordinate the workflow and inform the agency of problems involving relevant concerns. Act as liaison for referrals to the Prosecutor’s Office for non-support. Locate missing clients through all federal, state, local and agency resources, including several internet websites for service issues; research case laws regarding case issues. Attend Supervisor and other meetings as required.

Provide assistance to Manager, attorneys, and agency director with special project requests. Research and analyze legal investigations of cases and documents prepared. Evaluate the performance of the staff, recommend and administer disciplinary action, as needed.

Participate in the hiring process, agency interviews, develop new processes and procedures for the department; conduct legal research for Manager or other department heads and locate properties to file liens against for non-support. Maintain files, work on confidential cases and answer telephone and e-mail inquiries from internal staff and the general public. 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 employee training and development; paralegal management skills, supervision; public relations; office management; office practices and procedures; Skill in word processing; equipment operations. Ability to define problems, collect data, establish facts and draw valid conclusions; calculate, fractions, decimals and percentages; prepare meaningful, concise and accurate reports; gather, collate and classify information about data or people; cooperate with co-workers on group projects or assignments; establish friendly atmosphere as supervisor of work unit; handle sensitive inquiries from internal staff or general public.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Associate’s degree in paralegal studies with five (5) years of paralegal experience; or 12 months enrolled into an accredited law school, or any equivalent combination of training and experience.

Additional Requirements

No special license or certification is required.

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