

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

<u>CLASSIFICATION TITLE:</u> Paralegal Lead	<u>CLASS NUMBER:</u> 70601.1	<u>FLSA:</u> Non-Exempt
<u>AGENCY/DIVISION:</u> Child Support Enforcement Agency	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> New Hire: 180 Days Promotion: 120 Days Lateral Transfer to new department: 60
<u>BARGAINING UNIT:</u> Teamsters	<u>PAY GRADE:</u> T10	<u>POSITION CONTROL #:</u> 085033
<u>POSITION LOCATION:</u> 80 East Fulton Street, Columbus, Ohio 43215	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Paralegal Supervisor (085022)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		

CLASSIFICATION PURPOSE:

The primary purpose of the Paralegal Lead Worker classification is to provide advanced paralegal support to lesser experienced paralegals in preparing legal documents, requirements and assessments. Provides expertise in assigned areas to determine what action should be taken and ensuring all mandated timeframes and required judicial actions are met.

JOB DUTIES:

Assess all cases referred for judicial action to establish, enforce and modify paternity and support obligations in local, intrastate, and interstate cases to determine what actions should be taken. Assess and/or review cases establishing paternity/support or executing civil enforcement of support orders, both child support and medical insurance. Assess case for criminal enforcement of support orders to establish and enforce interstate cases and enforcement against employers. Conduct court research of administrative and other records to determine the status of cases referred for judicial actions. Prepare motions, complaints, pleadings, affidavits and other legal documents or actions for review by attorney. Assist in administrative procedures to establish, enforce, and modify paternity and support obligations. Interview and correspond with agency clients and other individuals to obtain information necessary for execution of assigned duties. Interpret court orders, administrative orders, pleadings, payment records, case narratives, case files, and other documents.

Assist in training new staff within the unit. Assist in preparing necessary training aids and/or resource guides for paralegal staff. Work with supervisors to identify training needs. Provide leadership within the unit for staff with questions or concerns about specific procedural

Prepare accurate calculations of arrearage due to documents. Prepare accurate calculations of arrearage due on accounts based upon those interpretations and in accordance with stated agency policy. Review work of support officers referred for judicial action. Prepare organized and detailed documents for use by attorneys and legal secretaries in the administration of their cases using a variety of computer software programs. Respond to inquiries from the general public custodial parents, and/or other child support agencies or organizations verbally or in writing. Testify in court and grand jury proceedings as needed. Prepare documents and other legal reports and review pursuant to approval from supervisor.

Perform clerical functions as related to assigned duties. Prepare and enter information into the document management system. Attend and participate in mandatory meetings, training sessions, or classes. Maintain legal records and perform other routine paralegal assignments. 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; lead work; agency policy and procedures; law. Skill in word processing; equipment operation. Ability to define problems, collect data, establish facts and draw valid conclusions; calculate fractions, decimals and percentages; copy records precisely without error; maintain accurate records; originate routine business letters reflecting standard procedures; use proper research methods in gathering data; gather, collate and classify information about data, people or things; work alone on most tasks; handle sensitive inquiries from and contact with officials, clients, attorneys, internal staff and general public.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Successful completion of certified program for paralegal or legal assistant, or successful completion of 12 months of education from an accredited law school, or 24 months paid work experience as paralegal/legal assistant or any equivalent combination of training and experience.

Additional Requirements

Paralegal certification is required. Must meet background check requirements.

Supervisory Responsibilities

None required.

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