

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

<u>CLASSIFICATION TITLE:</u> Paralegal	<u>CLASS NUMBER:</u> 70601	<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> T9	<u>POSITION CONTROL #:</u> 082023
<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> 085022
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		

CLASSIFICATION PURPOSE:

The primary purpose of the Paralegal classification is to assess all cases referred for judicial action to establish, enforce, and modify paternity and support obligations in local, intrastate, and interstate cases in order to determine what action should be taken. Ensure all mandated timeframes are met. Assist in the prosecution of felony non-support cases.

JOB DUTIES:

In accordance with all applicable statutes, case law regulations, and other rules, 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 cases 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.

Prepare accurate calculations of arrearage due on documents. Prepare accurate calculations of arrearage due on accounts based upon those interpretations and in accordance with stated agency policy. Review works 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 agency policy and procedures; law. Skill in typing, 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 and general public.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Any equivalent combination of relevant training and experience including but not limited to: Associates degree with coursework emphasis in business administration with two (2) years of clerical or office administration 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