

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; or any equivalent combination of training and experience.

Additional Requirements

Must have a license to practice law in the State of Ohio. Must meet background check requirements.

Supervisory Responsibilities

Ability to function in a managerial capacity for one or more department sections or divisions. Includes the ability to make decisions on procedural and technical levels.

UNUSUAL WORKING CONDITIONS:

This is an unclassified position that serves at the pleasure of the Board of Commissioners.

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