

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

<u>CLASSIFICATION TITLE:</u> Attorney 1	<u>CLASS NUMBER:</u> 70603	<u>FLSA:</u> Exempt
<u>AGENCY/DIVISION:</u> Department of Job & Family Services - Northland	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> 180
<u>BARGAINING UNIT:</u> Non-Bargaining	<u>PAY GRADE:</u> N16	<u>POSITION CONTROL #:</u> 100604
<u>POSITION LOCATION:</u> 1721 Northland Park Ave., Columbus, OH 43229	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Assistant Director, Chief Legal Counsel (100600)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		

CLASSIFICATION PURPOSE:

The primary purpose of the Attorney 1 is to advise the agency on various legal matters and to serve as an administrative hearing officer for childcare certification termination hearings.

JOB DUTIES:

Act as head advisor to management and staff on various legal issues relating to legal policies, litigation, and liability. Research laws and legal precedents, confer with County Prosecutor’s Office, and prepare complex oral and written legal interpretations and recommendations. Research legal ramifications of contemplated programmatic and administrative policy and procedural changes. Represent the agency in negotiating and settling cases with opposing parties and attorneys. Direct and cross examines witnesses. Initiate and respond to subpoenas and motions to produce documents. Research, review, analyze, and interpret proposed and existing statutes, rules, and policies. Serve as court liaison personnel, and the Prosecutor’s Office.

Conduct legal research through Lexis and traditional research methods on various issues affecting the agency, such as, employment law, confidentiality, elder and poverty law, bankruptcy, and ethics. Attend continuing legal education seminars to remain qualified to practice before the Ohio Supreme Court. Act as hearing officer on childcare certification termination hearings and issues, objections to child support arrearages, written decisions and also serve as an alternate to Civil Rights Coordinator and Workforce Development Equal Opportunity Officer.

Draft and execute real estate leases and other contracts (e.g. administrative & childcare). Ensure contract procedures comply with laws, rules and regulations that appropriate contract monitoring is completed and that coordination with contract providers and agency representatives occurs. Work with and establish rapport with magistrates, court liaison personnel, and the Prosecutor’s Office.

Represent the agency’s interests in state and/or federal courts in the most difficult or complex fraud cases as required and in case where the agency is named as a party defendant. Conduct investigations, organizing chairing committees on various matters, and participates in interviewing job applicants. 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 supervision; public relations; agency policy and procedures; government structure and process; interviewing; law (JD). Skills in equipment. Ability to define problems, collect data, establish facts and draw valid conclusions; interpret extensive variety of technical material in books, journals and manuals; interview applicants effectively; prepare meaningful, concise and accurate reports; use proper research methods in gathering data; develop complex reports and position papers; gather, collate and classify information about data, people or things; establish friendly atmosphere as supervisor of work unit; handle sensitive inquiries; resolve complaints from angry citizens & government officials.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Juris Doctorate from an accredited law school with at least two (2) years of law 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

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