

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

<u>CLASSIFICATION TITLE:</u> Attorney 2	<u>CLASS NUMBER:</u> 70604	<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> N17	<u>POSITION CONTROL #:</u> Varies
<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 (100120)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u> Case Manager Supervisor (100640)		

CLASSIFICATION PURPOSE:

The primary purpose of the Attorney 2 classification is to represent the agency in administrative hearings, to supervise assigned staff, to review cases to determine and ensure appropriate action, and to advise the agency on various legal matters.

JOB DUTIES:

Represent the agency in administrative hearings related to the benefits programs administered by the agency. Supervise assigned administrative hearing staff and ensure performance metrics are met. As necessary, review cases to determine and ensure appropriate action. Prepare case files for hearings. Review, assess, and approve cases. Initiate and respond to subpoenas, motions to produce documents, and records requests. Meet with agency staff to prepare agreed entries on benefits matters.

Act as advisor to management and staff on various legal issues relating to legal policies, litigation, and liability. Attend a variety of court hearings as the agency representative for cases and claims against the agency. Research laws and legal precedents, confer with County Prosecutor’s Office and prepare oral and written legal interpretations and recommendations. Research legal ramifications of contemplated programmatic and administrative policy and procedural changes or other changes.

Prepare documents, including real estate leases and other contracts. Ensure contract procedures comply with laws, rules and regulations. Conduct investigations, serve on internal and external committees as assigned, and present trainings related to legal matters to internal and external staff. Maintain continuing education requirements by attending seminars and other classes. 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; interviewing; government structure and process; law. 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; handle sensitive inquiries; establish friendly atmosphere as supervisor of work unit, resolve complaints from angry citizens and government officials.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Juris Doctorate with two (2) years of legal experience.

Additional Requirements

License to practice law in the State of Ohio is required. Must meet background check requirements.

Supervisory Responsibilities

Ability to assign, review, plan, and coordinate the work of other employees, to provide instruction to other employees, to maintain department standards, to recommend the discipline of other employees, and to act on employee problems.

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