

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

<u>CLASSIFICATION TITLE:</u> Attorney Supervisor	<u>CLASS NUMBER:</u> 70605	<u>FLSA:</u> Exempt
<u>AGENCY/DIVISION:</u> Department of Job and Family Services	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> 180
<u>BARGAINING UNIT:</u> Non-Bargaining	<u>PAY GRADE:</u> N19	<u>POSITION CONTROL #:</u> 100852
<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> Chief Operating Officer (100150)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u> Administrative Officer, HR (100402), Attorney 2 (101610)		

CLASSIFICATION PURPOSE:

The primary purpose of the Attorney Supervisor classification is to manage and direct the assigned unit, review and litigate difficult cases, provide advice to management and employees, and serve as liaison to the court.

JOB DUTIES:

Serve as legal advisor to management on matters 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. Review proposed and enacted legislation and recommend proper agency direction. Negotiate and review contracts and ensure contract procedures comply with laws, rules and regulations, appropriate contract monitoring is completed, and that coordination with contract providers and agency representatives occurs.

Plan, direct, and administer the overall activities of the administrative hearings section. Plan, direct, and oversee the agency’s internal human resources functions, including but not limited to recruitment, hiring, retention, position control, labor relations, professional development, performance improvement, investigations and corrective action.

Work closely with administrator of payment accountability section and the prosecuting attorney to determine cases to be investigated for potential fraud, the amount and type of evidence needed, and the investigation techniques to be utilized, which will support the contentions and are legal and defensible in the courts. Determine with the prosecuting attorney which cases of willful failure to report information involve probable cause to believe a crime has been committed. Consult with the prosecutor’s office to ensure the agency’s interest for maximum restitution. Take lead role in the development of Inter-Agency County Fraud Plan. Take a lead role in pursuing civil recovery of overpayments. Work with prosecuting attorney and the Clerk of Courts to pursue legal action on cases that are not following a repayment agreement and include restitution as part of the probation agreement. Enforce cognovits notes as appropriate. Identify other avenues for increasing overpayment recoveries and coordinate with the administrator for the payment accountability section in establishing procedures.

Represent the agency’s interests in state and/or federal courts in the most difficult or complex fraud cases as required and in cases where the agency is named as a party. Prepare and oversee the preparation of cases for presentation in court. Interview witnesses and obtain depositions, statements and affidavits as required. Prepare briefs, pleadings and other documents. Perform other related duties such as attending meetings, speaking to the public, conducting training, etc., as required to accomplish assigned responsibilities. 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 management; employee training and development; supervision; public relations; human relations; agency policy and procedures, interviewing; law. Skill in word processing; typing; equipment operation. Ability to understand most difficult classes of concepts; deal with many variables and determine specific action; use proper research methods in gathering data; develop complex reports and position papers; establish friendly atmosphere as supervisor of work unit; handle sensitive inquiries from and contacts with officials and general public.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Juris Doctorate with five (5) years of legal experience.

Additional Requirements

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

Supervisory Responsibilities

Ability to assign, train, review, plan, and coordinate the work of other employees, to provide instruction to other employees, to maintain department standards, to recommend the discipline or discharge of other employees, to act on employee problems, and to recommend and approve the transfer, promotion, or salary increase of other employees.

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