

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

<b><u>CLASSIFICATION TITLE:</u></b> Deputy Director, Legal	<b><u>CLASS NUMBER:</u></b> 90007	<b><u>FLSA:</u></b> Exempt
<b><u>AGENCY/DIVISION:</u></b> Department of Job and Family Services	<b><u>JOB TYPE:</u></b> Full Time, Classified	<b><u>PROBATION PERIOD:</u></b> 180
<b><u>BARGAINING UNIT:</u></b> Non-Bargaining	<b><u>PAY GRADE:</u></b> N21	<b><u>POSITION CONTROL #:</u></b> 930165
<b><u>POSITION LOCATION:</u></b> 1721 Northland Park Ave., Columbus, OH 43229	<b><u>TYPICAL WORK SCHEDULE:</u></b> Monday – Friday 8:00 AM – 5:00 PM	<b><u>SUPERVISOR (PCN):</u></b> Assistant Director (93004)
<b><u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u></b> Administrative Officer (930123), Attorney 2 (930256), Secretary 1 (930083)		

**CLASSIFICATION PURPOSE:**

The primary purpose of the Deputy Director, Legal classification is to serve as legal counsel for the agency, manage and direct the assigned Department, and 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, liability, and labor relations. Research laws, regulations, policies, and legal precedents. Confer with County Prosecutor’s and Department of Human Resources’ offices 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. Prepare complex leases and contracts. Negotiate and review contracts and ensure contracts and 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 Quality Support Services department, including Quality Control, Quality Review, Overpayment Recovery and Training, and administrative Hearings section. Coordinate and collaborate with agency’s internal human resource section regarding labor relations, including but not limited to performance improvement, corrective actions, disciplines and investigations.

Apply proper program policies agency-wide through a variety of quality assurance functions, including, but not limited to case reviews, administrative hearings, compliance/monitoring reviews, and training. Oversee quality assurance policies and procedures designed to monitor and evaluate internal processes and effectiveness. Provide effective quality assurance feedback to agency managers on the correct implementation of program policies and procedures.

Ensures allegations of under-issuance and overpayment of public assistance benefits are adequately and timely investigated and appropriate resolution of submitted allegations. Oversees coordination of activities with the County Prosecutor’s office, law enforcement agencies, and other state and local agencies regarding potential fraud, erroneous payments, other misconduct related to public assistance benefits, evidentiary matters and investigation techniques. 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.

Oversee the agency’s overall administrative hearing process; the design, development and coordination of compliance-related activities across agency departments; data management, analysis, and monitoring of agency wide compliance with federal and state regulations. Ensure responses to requests for information from state and federal auditors of agency program and lead development of continuous improvement/corrective action plans when required by state and federal oversight entities.

Perform strategic planning and goal setting. Identify issues and problems and take appropriate action. Facilitate staff development. Complete special projects and miscellaneous tasks as assigned such as attending meetings, speaking to the public, conducting training, etc. 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; labor relations; 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; prepare meaningful, concise, accurate reports; develop complex reports and position papers; interpret extensive variety of technical material in books, journals, and manuals; maintain accurate records; originate routine business letters reflecting standard procedures; understand manuals and verbal instructions, technical in nature. Establish friendly atmosphere as division or large section chief; handle sensitive inquiries from and contacts with officials and general public; prepare and deliver speeches before specialized audiences and general public; work independent on most tasks

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Any equivalent combination of relevant training and experience including but not limited to: Juris Doctorate with seven (7) years' legal experience.

**Additional Requirements**

License to practice law in the State of Ohio. Must meet background check requirements. Must be in good standing with the Ohio Supreme Court to practice law in the State of Ohio

**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