

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

<u>CLASSIFICATION TITLE:</u> Staff Attorney Supervisor	<u>CLASS NUMBER:</u> 70603.1	<u>FLSA:</u> Exempt
<u>AGENCY/DIVISION:</u> Justice Policy and Programs	<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> 131001
<u>POSITION LOCATION:</u> 373 S. High St., 25 th Fl., Columbus, Ohio 43215	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Deputy Director, Survivor Services (131000)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u> Staff Attorney (131002) (131003) (131004) Client Analyst Supervisor (131005)		

CLASSIFICATION PURPOSE:

The primary purpose of the Staff Attorney Supervisor is to manage and direct assigned unit, evaluate employees, review and litigate difficult cases, advise agency staff and Guardian ad Litem (GAL) volunteers on various legal matters, serve as GAL on individual cases, and to represent the agency in the court proceedings.

JOB DUTIES:

Provide legal representation for the agency in the Franklin County Court of Common Pleas, Division of Domestic Relations, and Juvenile Branch. Prepare agency GAL volunteers and client analysts for trial testimony. Participate in trials and other hearings, write and review court reports, motions, complaints, briefs and any other necessary documents. Research, create, review, update, and maintain policies and procedures related to legal issues impacting the agency. Complete appropriate paperwork in a timely manner. Review child abuse, neglect and dependency complaints scheduled on the daily preliminary docket and select cases that meet the agency case selection criteria.

Perform all case management functions on unassigned cases. Collaborate with the volunteer administrator in assignment of GAL volunteer, managing and supervising GAL volunteer cases to ensure all responsibilities of the GAL duties are performed in accordance with agency standards, policies and procedures. Conduct home visits and other GAL responsibilities with or in place of a GAL volunteer as needed or requested. Maintain related documentation and reports as required by local, state and federal guidelines. Gather statistical information regarding work activities. Maintain contact logs. Document all work activities in case files. Attend conferences, workshops, and training, as required. Maintain regular and predictable attendance.

Lead and directly supervise agency staff attorneys. Provide onboarding for new staff attorneys and ensure they are familiar with agency policies and procedures. Observe court appearances and provide feedback as needed. Advise agency staff and GAL volunteers on legal matters. Consult with other agency legal departments, deputy director, volunteer administrator and other staff to provide legal research and opinions to meet the needs of agency. Administer progressive discipline to include recommendation of suspensions and/or removals. Consistently review and evaluate staffing levels and redistribute workloads.

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), Ohio Child Abuse, neglect and dependency law, juvenile rules, and child welfare trends. 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 four (4) years of law experience in the juvenile justice/ child welfare system in the state of Ohio; or any equivalent combination of training and experience.

Additional Requirements

Must have a license to practice law in the State of Ohio. Must maintain a valid Ohio driver's license and 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 or discharge of other employees, to act on employee problems, and to recommend and approve the transfer or promotion of other employees.

UNUSUAL WORKING CONDITIONS:

This position requires periodic evening and weekend hours, and conducting home visits.

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