

Medina County Job and Family Services

Position Description

Division:	Social Services
Unit:	Legal
Supervisor:	10000.0 Mead Wilkins

Classification:	Attorney	Working Title:	Attorney
Class Number:	70121-Medina	Position Control Number:	12000.0
Status:	Non-Bargaining	Pay Range:	32

Summary of Essential Duties

Under the direction of the Job and Family Services Director, prepares legal documents (e.g., legal briefs, pleadings, memorandums, modifications, initial court orders, interstates and paternity cases) as well as participating in and conducting litigation processes primarily related to adult and child abuse, fraud and/or child support cases. The Attorney in this position will work closely with the County Prosecutor=s office. In addition, the incumbent advises agency employees on all legal matters and provides supervision for the agency Legal Specialist.

Functions of the Position

1. Is familiar with and functions in accordance with the classification specifications and agency policies and procedures.
2. Presents self in a professional and culturally sensitive manner to co-workers, staff, other agency personnel and the public.
3. Returns phone calls and correspondence in a timely manner, adhering to agency policy and time frames.
4. Prepares legal documents (e.g. legal briefs, pleadings, memorandums, modifications, initial court orders, interstates and paternity cases).
5. Researches legal and technical issues and works with the County Prosecutor=s office.
6. Participates in and conducts litigation proceedings and/or Administrative Hearings involving agency matters.
7. Advises agency employees on all legal matters and prepares witnesses for trial.
8. Provides legal advice, consultation and research to agency officials on a wide variety of legal issues.
9. Conducts conferences with other attorneys involving possible legal action in relation to cases assigned in agency.
10. Provides supervision for agency Legal Specialist (i.e., assigns and reviews work, reviews, approves or denies employee requests for leave, completes performance evaluations).
11. Attends conferences, training and meetings as necessary.
12. Meets all job safety requirements and all applicable OSHA safety standards that pertain to job duties.
13. Performs other duties as assigned.

Knowledge, Skills and Abilities:

Knowledge of: Office practices and procedures; Local, State and Federal laws, rules and regulations; litigation techniques; preparation of complex legal documents; simple and complex legal issues (e.g., concerning child abuse, fraud, social welfare issues; court procedures, legal motions, court orders, summons); computer operations (e.g., checking files for proper documentation); English grammar and composition; Administrative practices; interviewing principles; Administrative and quasi-judicial hearings; research techniques for legal matters; witness preparation.

Skill in: Organization; oral communication; writing (e.g., legal documentation and correspondence; reading; conducting research; advising; computer operations; typing.

Ability to: Comprehend a wide variety of complex technical, written material; write legal briefs, pleadings, memos and technical reports; maintain accurate records; interpret technical material; interview others concerning sensitive subject matters; provide legal advice to others; explain legal or technical issues to others; conduct trials in routine cases; participate in administrative and Quasi-judicial hearings; prepare witnesses for trial; conduct legal research; make independent decisions concerning legal issues; speak in public.

Qualifications

Admission to the Ohio Bar per Section 4705.01 of the Ohio Revised Code.

Additional Requirements

Must successfully undergo BCI background check
Successfully complete an alcohol and drug screening
Possess a valid Ohio Driver=s License
Provide proof of eligibility to work in the United States

Inherently hazardous or physically demanding working conditions:

May encounter irate clients or individuals; may have some exposure to individuals with contagious or communicable disease; is occasionally exposed to unsanitary conditions (insect infestation, bodily wastes), odors; may have some exposure to common chemicals found in an offices environment, such as toner and correction fluid.

Attorney P.C.N. 12000.0

List Position Numbers and Class Titles of Positions directly supervised: 12001.0 Legal Specialist	Signature of Agency Representative:	Date:
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