

**Medina County
Job and Family Services**

Position Description

Division:	Social Services
Unit:	Legal
Supervisor:	10000.0

Classification:	Legal Specialist	Working Title:	Legal Specialist
Class Number:	10121-Medina	Position Control Number:	12001.0
Status:	Bargaining	Pay Range:	28

Summary of Essential Duties

Under the direction of the Job and Family Services Attorney, oversees the completion and handling of all legal documentation in a given program area. The Legal Specialist will complete most documentation for higher-level staff members. This includes the processing of court orders and other legal documents. The employee in this position also assists individuals who call or come to the office with legal inquiries.

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. Oversees the completion and handling of all legal documentation in a given program area and completes most documentation for higher-level staff members (i.e., makes recommendations/decisions concerning the processes for the flow of legal issues, types or directs Information Specialist to type legal motions, forwards legal documentation to Attorney for signature).
5. Schedules adjudicative hearings, checks computer for proper filing of documentation, ensures all parties involved have received proper notification, reviews/researches legal standard to ensure compliance.
6. Processes court orders, receives written legal documents from Attorney and drafts court orders, agreed entries and other legal documents.
7. If Motion, Summons or Order, checks hearing date and ensures that relevant individuals have copies; If Court Order or Notice of Hearing, forwards to appropriate unit.
8. Assists Information Specialist and clerical staff with legal tasks; answers questions regarding the procedures and policies of legal documentation; Assists with proper formation of legal documents, assists clerical staff to maintain legal files and computer data base and provides backup to other legal clerical/office personnel.
9. Interviews clients and witnesses in preparation for court appearances and/or hearings.
10. Prepares court orders, agreed entries and other legal documents ensuring compliance with

- legal guidelines by creating documents used by legal staff; Updates documents and forms as necessary.
11. Receives notification of procedure and policy changes from Supervisor; meets with legal and investigative staff to discuss procedures and problems and answer questions.
 12. Corresponds with local law enforcement staff and the courts; directs issuance and service of subpoenas; provides information at the request of court staff and acts as liaison with court personnel.
 13. Maintains supplies for legal unit.
 14. Attends court hearings as directed, directs the filing of complaints, motions and other court documentation.
 15. Schedules and assists individuals who call or come to the office with legal inquiries.
 16. Responds to requests for copies of documents from Attorneys and other individuals involved in cases; makes appointments with Attorneys and staff to complete Discovery.
 17. Attends conferences, training and meetings as necessary.
 18. Meets all job safety requirements and all applicable OSHA safety standards that pertain to job duties.
 19. Performs other duties as assigned.

Knowledge, Skills and Abilities:

Knowledge of: Office practices and procedures; scheduling legal hearings; legal documentation practices and procedures; agency filing system for legal documents; legal Motions, Court Orders, Summons; typing legal documents and correspondence; computer operations (e.g., checking files for proper documentation; orientation practices; Administrative practice; postage practice; meeting procedures (e.g., creating agenda); inventory control (e.g., maintaining and requests supplies for legal unit).

Skill in: Organization; oral communication; writing (e.g., legal documentation and correspondence); computer operations (e.g., checking files and entering appropriate legal data); typing; word processing.

Ability to: Complete legal documentation; draft court documents and correspondence; forward legal documentation to Attorney for signature; schedule legal hearings; process court orders; ensure all parties involved have received proper notifications; maintain subpoena list; check computer for proper filing of documentation; properly format legal documents; assist Information and Clerical Specialists; answer questions/inquiries regarding legal policies and procedures; maintain accurate central files; ensure compliance with legal guidelines; update documents and forms with changes; review and update manuals; compile agendas for meetings/training; work with others; notify Sheriff's Department to execute timely issuance of subpoenas; provide information and facts at the request of court staff; maintain and request supplies for legal unit; assist individuals who call or come to the office; make appointments for individuals and complete discovery; respond to requests for copies of documents from attorneys and individuals involved in cases.

Qualifications

An Associate Degree in Paralegal studies,

or

Currently pursuing an Associate Degree in paralegal studies and having completed the following courses:

- Two (2) courses in typing or one (1) year paid experience
- Two (2) courses in Legal Research and Writing or one (1) year paid experience
- One (1) course in Business Law or six (6) months paid experience
- Two (2) courses in Legal Office Procedures or one (1) year paid experience
- One (1) course in Interviewing Principles or six (6) months paid experience
- Two (2) courses in Word Processing or one (1) year paid experience
- One (1) course in Civil Procedure

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.

Legal Specialist **P.C.N. 12001.0**

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