OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Legal Aide	CODE: 63810C
	MAJOR AGENCIES: County Offices, Universities	JURISDICTION: Cnty., Univ.

NEW AUG 0 2 1987

FUNCTION: Under close supervision from attorney 5 or above, utilizes legal sources & reference material to conduct research on legal issues & questions & investigates facts & law of cases to assist licensed attorney, drafts legal briefs, memorandums, leadings, motions, legislations, rules & regulations, prepares case summaries & reports for review, approval & signature of licensed attorney & performs miscellaneous routine legal duties as assigned;
Note: Representation, signature or practice as attorney without admission to Ohio Bar prohibited pursuant to Chapter 4705.01 of Revised Code.

-PERFORMS RELATED DUTIES AS REQUIRE

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	35-55	Utilizes legal sources & reference material (e.g., statutes, recorded judicial decisions, constitutions, legal codes) to conduct research on legal issues & questions & investigates facts & law of cases to assist licensed attorney.	Knowledge of (1) legal research, (2) legal terminology, (3) legal issue recognition, (4) case & statutory interpretation, (5) legal analysis, (6) law; ability to (7) deal with many variables & determine specific course of action, (8) calculate fractions, decimals & percentages, (9) use proper research methods in gathering data, (10) gather collate & classify information about data, people or things, (11) work alone on most tasks.
2	34-44	Drafts legal briefs & memoranda, contracts, pleadings, motions, legislation, rules & regulations & prepares case summaries, legal documents & reports for review & approval & signature of & use by licensed attorney.	Knowledge of 1, 2, 3, 4, 5, 6, (12) pleadings, (13) evidence, (14) legal communication, to include writing & exposition skills, preparation of briefs & memoranda, (15) contracts, (16) civil procedure (i.e., jurisdiction, motions, joinder of parties & causes of action, (17) legislation (i.e., policy formulation, drafting, statutory construction, (18) legislative process (i.e., system by

(663) 123:1-7-17

*Developed after employment

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)*
Ability to calculate fractions, decimals & percentages & to read & write common vocabulary plus: 1 course in legal research (or 1 mo. exp.), 1 course in legal terminology (or 1 mo. exp.), 1 course in legal issue recognition (or 1 mo. exp.), 1 course in case & statutory interpretation (or 1 mo. exp.), 1 course in legal analysis (or 1 mo. exp.), 1 course in law (or 1 mo. exp.), 1 course in pleadings (or 1 mo. exp.), 1 course in evidence (or 1 mo. exp.), 1 course in legal communications

Ohio
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RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
			which legislation is drafted, introduced, amended & passed); ability to 7, 9, 10, 11.
3	0-10	Provides preliminary information to attorney on legal matters, drafts responses to inquiries involving legal questions, accompanies attorney & assists in conferences, briefings & quasi-judicial/administrative proceedings as assigned.	Knowledge of 1, 14; ability to 7, 9, 10, (19) handle sensitive inquiries from & contacts with officials & general public.
4	0-12	Files briefs & memorandums with court on behalf of attorney, assists in establishment & maintenance of legal records & performs other routine legal duties.	Knowledge of 5, 15, (20) court filing procedures; ability to 7, 10, 19.

123:1-7-17 (644)

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to include writing & exposition skills, preparation of briefs, memoranda & contracts (or 1 mo. exp.), 1 course in civil procedure (i.e., jurisdiction, motions, joinder of parties & causes of action) (or 1 mo. exp.), 1 course in legislation (i.e., policy formulation, drafting, statutory construction) (or 1 mo. exp.), 1 course in legislative process (i.e., system by which legislation is drafted, introduced, amended & passed) (or 1 mo. exp.), 1 course in court filing procedures (or 1 mo. exp.); or equivalent. Successful completion of certification program for paralegal or legal aide at approved college or university may be substituted for above coursework.