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OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Attorney 1	CODE: 63841 C
	MAJOR AGENCIES: County Offices, Universities	JURISDICTION: Cnty., Univ.

FUNCTION. Under close supervision from attorney 5 or above, conducts legal research & participates in legal proceedings;

Note: Individuals may be temporarily hired in this classification while pending results of Ohio Bar examination, however, duties assigned & outlined on position description form & performed during interim period must be those of legal intern pursuant to Rule II of "Supreme Court Rules For The Government Of The Bar Of Ohio"; classification title can be used for payroll purposes only in this instance; once employee is admitted to Ohio Bar, position description must be updated to reflect duties commensurate with those outlined on this specification.

-PERFORMS RELATED DUTIES AS REQUIRE

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	62-82	Conducts legal research; read & prepares legal briefs, memorandums & pleadings.	Knowledge of (1) law & legal research, (2) english grammar & composition, (3) legal terminology; ability to (4) define problems, collect data, establish facts & draw valid conclusions, (5) interpret extensive variety of technical material in legal documents, books, journals & manuals, (6) work alone on most tasks.
2	4-24	Conducts simple legal negotiations; assists more experienced attorneys in negotiations.	Knowledge of 1, 3, (7) interviewing, (8) quasi-judicial hearing procedures, (9) civil hearing procedures; ability to 4, (10) handle sensitive contacts with officials & general public.
3	3-13	Prepares for & participates in litigations; makes court appearances; assists more experienced attorneys in legal proceedings.	Knowledge of 1, 3, 8, 9; ability to 4, 5, 10.
4	0-10	Performs general legal office work including filing, preparing correspondence & reports.	Knowledge of 1, 2, 3; ability to (11) gather, collate & classify information about data, people or things.
5	0-4	Provides legal advice to state agencies.	Knowledge of 1, 3, 8, 9; ability to 10.

(665) 123:1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: *(including license, if any.)*	TRAINING & DEVELOPMENT:
May be required to travel	Admission to Ohio Bar pursuant to Section 4705.01 of Revised Code.	