NEW AUG 0 2 1987

OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Attorney 2	CODE: 63842C
	MAJOR AGENCIES: County Offices, Universities	JURISDICTION: Cnty., Univ.

FUNCTION: Under general supervision from attorney 5 or above, or agency appointing authority or other administrator, conducts legal research & prepares & presents cases in court; may research & draft formal Attorney General opinions;

-PERFORMS RELATED DUTIES AS REQUIRED

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	48-68	Conducts legal research & prepares legal briefs, pleadings & memorandums.	Knowledge of (1) law, (2) english grammar & composition; ability to (3) define problems, collect data, establish facts & draw valid conclusions, (4) interpret extensive variety of technical material in legal documents, books, journals & manuals, (5) gather, collate & classify information according to established method, (6) prepare variety of legal documents.
2	0-19	Prepares cases for trial, interviews prospective witnesses, takes depositions, prepares witnesses for testimony, lays proper foundations for introduction of physical evidence.	Knowledge of 1, (7) interviewing, (8) quasi-judicial hearing procedures, (9) civil hearing procedures, (10) laws & rules & procedures applicable to operation of employing agency*; ability to 4, 5, (11) handle sensitive contacts with government officials &/or their representatives & general public.
3	1-21	Conducts or participates in administrative or quasi-judicial hearings &/or conducts trials in routine cases, normally under supervison of more experienced attorney.	Knowledge of 1, 2, 7, 8, 10*; ability to 3, 4, 5, 11, (12) present cases logically & effectively.
4	0-18	Provides legal advice to administrators of various state agencies; answer legal inquiries from government officials & general public.	Knowledge of 1, 2, 8, 9, 10*; ability to 3, 4, 5, 11, (13) prepare routine & sensitive business correspondence reflecting standard practice.

(666)

123:1-7-17

*Developed after employment

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

OHIO
CLASSIFICATION
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NEW AUG 0 4 1981

CLASS TITLE:	CODE:
Attorney 2	63842C
MAJOR AGENCIES: County Offices, Universities	**JURISDICTION:** Cnty., Univ.

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
5	1-21	Conducts conferences with other attorneys concerning possible legal actions; negotiates out of court settlements including consent judgments, voluntary assurances & conciliations.	Knowledge of 1, 8, 9, 10*; ability to 3, 4, 5, 6, 11.
6	0-13	Performs related legal & administrative work (e.g., certifies claims & monitors issuance of legal orders; prepares reports; addresses citizen groups; responds to general correspondence; supervises clerical & para-professional personnel when assigned).	Knowledge of 1, 2; ability to 3, 4, 5, 11, 13, (14) prepare meaningful, concise & accurate reports.

(667)

123:1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: *(including license, if any.)*	TRAINING & DEVELOPMENT: