NEW AUG 0 2 1987

OHIO CLASSIFICATION SPECIFICATION
Developed for Equal Opportunity

CLASS TITLE:	CODE:
Attorney 3	63843C
MAJOR AGENCIES:	**JURISDICTION:**
County Offices, Universities	Cnty., Univ.

FUNCTION: Under general supervision from attorney 5 or above or other administrative superior, prepares & presents court cases &/or conducts legal research & offers legal advice &/or prepares for & conducts quasi-judicial hearings;

-PERFORMS RELATED DUTIES AS REQUIRED

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	14-34	Prepares cases for trial, independently tries cases in state & federal courts, examines witnesses, presents legal arguments & evidence & handles appeals &/or prepares for & conducts quasi-judicial hearings (e.g., reviews issues; holds pre-hearing conferences, nogotiates out of court settlements; issues subpeonas & appropriate orders relating to discovery; conducts adjudicating hearings of record & questions witnesses; prepares report of findings & recommendation) where cases involve issues not having statewide impact, findings & recommendations are not final (i.e., findings & recommendations, if challenged, are reviewed by board members who issue final determination) &/or cases heard are restricted to specific geographic region of state &/or normally do not involve two or more appellants or two or more issues, or in agency other than Office of Attorney General, provides legal advice, consultation & research on general issues (i.e., interpretation & application of laws, rules, court ratings & procedures as they would affect daily operations) to agency &/or institutional personnel as needed & assists agency's legal chief, Office of Attorney General or county prosecutor &/or special counsel on resolution, settlement & litigation of legal matters.	Knowledge of (1) law, (2) interviewing, (3) public relations, (4) laws, rules & procedures applicable to operations of employing agency*; ability to (5) deal with large number of variables & determine specific course of action, (6) interpret extensive variety of technical material in legal documents, books, journals & manuals, (7) presents cases logically & effectively, (8) gather, collate & classify information about data, people or things, (9) handle sensitive contacts with government officials &/or their representatives or general public.
2	16-36	Conducts legal research & prepares legal briefs, memorandums & pleadings; drafts formal Ohio Attorney General opinions & reviews drafts of lower-level attorneys; drafts & reviews contracts, leases, agreements & other documents for agency staff as needed.	Knowledge of 1, 4*; ability to 5, 6, 8, (10) prepare variety of legal documents.

(668)

123:1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS: May be required to travel.

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* Admission to Ohio Bar pursuant to Section 4705.01 of Revised Code plus: 3 mos. exp. as legal aide, legal intern or licensed attorney in any state or comparable legal experience.

TRAINING & DEVELOPMENT:

FORM ADM-4134

CLASS TITLE	CODE:
Attorney 3	63843C

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OHIO
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CLASS TITLE: Attorney 3

MAJOR AGENCIES: County Offices, Universities

CODE: 63843C

JURISDICTION: Cnty., Univ

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
3	13-33	Provides legal advice to administrators of state &/or county agencies; reviews agency programs & policies for legal implications; answers legal inquiries from government officials & general public.	Knowledge of 1, 3, 4*; ability to 5, 6, 8, 9, (11) edit administrative policies & programs for legal implication.
4	7-27	Performs related legal & administrative work, (e.g., drafts contracts, orders, regulations & other legal documents; serves subpoenas; prepares reports & maintains records; confers with supervisors & other attorneys concerning difficult legal problems; monitors legal aides & clerical personnel when assigned).	Knowledge of 1, 4*; ability to 5, 6, 8, 9, 10, (12) prepares standardized records & reports.

(669)

123:1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)*

TRAINING & DEVELOPMENT:

FORM ADM-4134

CLASS TITLE: Attorney 3

CODE: 63843C