NEW AUG 0 6 1981

OHIO CLASSIFICATION SPECIFICATION
Developed for Equal Opportunity

CLASS TITLE: Attorney 4

CODE: 63844C

MAJOR AGENCIES: County Offices, Universities

JURISDICTION: Cnty., Univ.

FUNCTION: Under general supervision from attorney 5 or above or other administrative superior, provides state &/or county agency or agencies with legal advice & services &/or tries court cases &/or conducts quasi-judicial hearings; may serve as lead worker (i.e., provides work direction & training) over lower-level attorneys when assigned;

·PERFORMS RELATED DUTIES AS REQUIRED

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	48-68	Prepares & tries difficult court cases including appeals, rehearings & cases before Ohio Supreme Court & federal courts, &/or prepares for & conducts quasi-judicial hearings (e.g., reviews issues; holds prehearing conferences; negotiates out of court settlements; issues subpoenas & appropriate order relating to discovery; conducts adjudicatory hearings of record & questions witnesses; reviews evidence & renders decision; approves or disapproves reconsideration requests) where cases involve issues having statewide impact, or decisions rendered are only appealable to higher court &/or involve multiple appellants &/or issues, or in agency other than Office of Attorney General, provides legal advice, consultation & research on variety of legal issues, (i.e., must include most complex legal concerns involving contact with agency director & top managerial personnel) to agency &/or institutional personnel, prepares agency cases for Office of Attorney General or county prosecutor representation in all state & federal courts & other judicial forums & assists in preparation of agency cases in all phases of litigation.	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) present or preside over court cases logically & effectively, (8) handle sensitive contacts with governmental officials &/or general public, (9) draft variety of legal documents.
2	9-29	Provides legal advice & services to state & county agencies; analyzes & interprets laws; drafts legislation orders, rules & regulations; represents agency in various legal proceedings; drafts & reviews contracts, leases, agreements & other documents for agency staff as needed.	Knowledge of 1, 3, 4*; ability to 5, 6, 8, 9.
3	0-10	Performs research assignments on important legal questions; prepares opinions, briefs, pleadings & other documents.	Knowledge of 1, 4*; ability to 5, 6, (10) use proper research methods in gathering data.

*Developed after employment

(670) 123:1-7-17

UNUSUAL WORKING CONDITIONS: May require travel.

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* Admission to Ohio Bar pursuant to Section 4705.01 of Revised Code & 6 mos. exp. as legal aide, legal intern, licensed attorney in any state, hearing officer or comparable legal experience.

TRAINING & DEVELOPMENT:

FORM ADM-4134

CLASS TITLE: Attorney 4 CODE: 63844 C

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CLASS TITLE: Attorney 4

CODE: 63844C

MAJOR AGENCIES: County Offices, Universities

JURISDICTION: Cnty., Univ.

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
4	1-11	Conducts out of court negotiations & settlements; participates in pre-trial conferences; arbitrates labor disputes.	Knowledge of 1, 4*; ability to 8.
5	0-17	Serves as lead worker, (i.e., provides work direction & training) over lower level attorneys, legal aides & clerical staff & conducts orientation.	Knowledge of 1, (11) supervision; ability to (12) establish friendly atmosphere as supervisor of work unit.
6	0-10	Performs related administrative work; participates in staff conferences; keeps records & prepares reports; answers correspondence; serves as liaison with other agencies & community; makes speeches.	Knowledge of 1, 3; ability to 8, 9, (13) prepares & deliver speeches before specialized audiences & general public.

(671)

123.1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:

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

TRAINING & DEVELOPMENT

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CLASS TITLE: Attorney 4

CODE: 63844C