OHIO CLASSIFICATION SPECIFICATION
Developed for Equal Opportunity

CLASS TITLE:	CODE:
Attorney 5	63845C
MAJOR AGENCIES: County Offices, Universities	**JURISDICTION:** Cnty., Univ.

FUNCTION: Under administrative supervision from higher-level attorney or other administrative superior, supervises legal staff to provide legal advice & services to appointing authority & departmental personnel or state agencies or conducts quasi-judicial hearings & issues final decisions or report & recommendations; personally handles most difficult assignments & court cases;

PERFORMS RELATED DUTIES AS REQUIRED

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	20-40	A-Has authority to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward or discipline other public employees (i.e., legal staff & clerical support personnel); to responsibly direct them; to adjust their grievances; or to effectively recommend such action, with all of preceding requiring independent judgment, assigns & reviews results of court cases, legal research & other legal work & conducts training sessions for new personnel. B-Travels to various locations to conduct hearings, at both referee & board levels, on mass unemployment compensation appeals involving several to many hundred claimants & writes appropriate decisions for Board of Review of Bureau of Employment Services. C-In Industrial Commission, acts as staff hearing officer (e.g., hears cases on any contested claims matter, lump sum settlements, applications for permanent total disability, pre-trial settlements, safety violations, reconsideration of percentages of permanent partial disability) & prepares final decisions. D-In Board of Tax Appeals, prepares for, presides over & conducts record hearings of judicial nature open to public & performs all judicial-type functions (e.g., presides over pre-hearing conferences & negotiations; rules upon pre-hearing, in-hearing & post-hearing motions;	Knowledge of (1) law, (2) management, (3) supervision, (i.e., excluding BES Bd. of Review & Industrial Commission), (4) office practices & procedures*, (5) employee training & development*, (6) government structure & process*, (7) understand difficult legal concepts, (8) deal with large number of variables & determine course of action, (9) establish friendly atmosphere as supervisor of work unit. *Developed after employment

(672)

123:1-7-17

UNUSUAL WORKING CONDITIONS: May require overnight travel.

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* Admission to Ohio Bar pursuant to Section 4705.01 of Revised Code & 12 mos. exp. practicing law as licensed attorney in any state plus: 3 courses in management/supervision (or 3 mos. exp.); or equivaent. Supervision/management requirement is not applicable to position in Board of Review of Bureau of Employment Services & Industrial Commission & Board of Tax Appeals. 3 mos. exp. as lead worker may substitute for 3 mos. management/supervision.

OHIO
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NEW AUG 0 2 1987

CLASS TITLE: Attorney 5

CODE: 63845C

MAJOR AGENCIES: County Offices, Universities

JURISDICTION: Cnty., Univ.

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
		considers objections & evaluates evidence; renders advisory order, opinion &/or decision for final action by members of Board of tax Appeals).	
2	16-36	Prepares & tries most difficult cases including appeals in state & federal courts; prosecutes civil fraud, bankruptcy & criminal cases; supervises & coordinates trial work of lower-level attorneys; prepares & argues agency position in quasi-judicial hearings.	Knowledge of 1, 4*, 6*; ability to 7, 8, (10) present court cases logically & effectively, (11) handle difficult contacts with public & government officials.
3	10-30	Provides legal services to state agencies, appointing authority, departmental personnel &/or board members; researches & drafts legal opinions, orders, memorandums & other legal documents; analyzes, monitors & drafts legislation; conducts negotiations & arbitrations; represents agency in variety of legal proceedings.	Knowledge of 1, 4*, 6*; ability to 7, 8.
4 (673)	2-12	Provides legal advice & consultation to appointing authority & departmental personnel & state agencies; responds to legal inquiries from public & government officials; assists lower-level attorneys in answering complex questions of law.	Knowledge of 1, 4*, 6*; ability to 7, 8.
5	0-18	Participates in policy development affecting legal programs, proceedings & agency operations; enforces legal policies & procedures.	Knowledge of 1, 4*, 6*; ability to 7, 8.
6	2-12	Presides over hearings, performing all judicial functions; considers evidence & renders decisions.	Knowledge of 1, 6*; abiltiy to 7, 8. 11.
7 123:1-7-17	0-8	Performs related administrative duties; maintains records & prepares reports; participates in staff conferences; responds to correspondence; serves as contact with other agencies & public; prepares & delivers speeches on legal matters.	Knowledge of 1, 4*, 6*; ability to 7, 8, 11, (12) prepare & deliver speeches before general public.

*Developed after employment

UNUSUAL WORKING CONDITIONS:

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

TRAINING & DEVELOPMENT:

FORM ADM-4134

CLASS TITLE: Attorney 5

CODE: 63845C