NEW AUG 0 – 1981

OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Attorney 6	CODE: 63846C
	MAJOR AGENCIES: County Offices, Universities	JURISDICTION: Cnty., Univ.

FUNCTION: Under administrative supervision from agency head or other administrative superior, plans, directs & coordinates legal program of agency (e.g., metropolitan county welfare department; state agency whose cases have no legal impact on any other state agency &/or governmental jurisdictions, or private sector), or large division of major state agency (i.e., state agency whose cases have legal impact on other state agencies &/or other governmental jurisdictions, or private sector) & supervises attorneys & other personnel to provide full legal services to agency or division;

-PERFORMS RELATED DUTIES AS REQUIRE

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	34-54	Plans, directs, coordinates legal program of agency (i.e., as defined in function statement) or large division of major state agency (i.e., as defined in function statement), 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 & develops & implements policies & procedures relating to legal functions.	Knowledge of (1) law, (2) management/supervision, (3) laws, rules & procedures applicable to employing agency*, (4) public relations, (5) interviewing, (6) employee training & development; ability to (7) handle sensitive inquiries from & contacts with officials & general public, (8) establish friendly atmosphere as division or large section chief, (9) resolve complaints from angry citizens & government officials, (10) deal with many variables & determine specific course of action, (11) interpret extensive variety of technical/legal material in books, journals & manuals.
2	36-56	Provides full range of legal advice & services to state & county agencies; conducts legal research & prepares briefs, contracts, leases, orders & other legal documents; conducts hearings & renders decisions; prepares & tries most difficult court cases.	Knowledge of 1, 3*, 4, 5; ability to 7, 9, 10, 11, (12) preside over or present court cases logically & effectively, (13) use proper research methods in gathering data, (14) draft variety of legal documents.

(674)

123:1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: *(including license, if any.)*	TRAINING & DEVELOPMENT
May require overnight travel.	Admission to Ohio Bar pursuant to Section 4705.01 of Revised Code & 12 mos. exp. in practicing law as licensed attorney in any state plus: 3 courses in management science/supervision (or 3 mos. exp.); 300 hrs. training in employee training & development (or 3 mos. exp.);	

NEW AUG 0 ? 1987

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RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
3	0-20	Serves as liaison with other public agencies, community groups & the general public; prepares & delivers speeches; participates in meetings & conferences.	Knowledge of 1, 3*, 4; ability to 7, 10, (15) prepare & deliver speeches before specialized audiences & general public.

123:1-7-17 (675)

*Developed after employment

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