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**CLASSIFICATION SPECIFICATION**

**CLASS NUMBER 10121**

**LEGAL SPECIALIST**

**OHIO COUNTY DEPARTMENTS OF JOB AND FAMILY SERVICES**

**EFFECTIVE 1/29/01**

The duties are arranged in order of importance. However, the specific duties and frequencies listed may vary depending on such factors as the number of other incumbents within this job classification, related classifications, and/or the size of the CDJFS. Therefore, a Legal Specialist may not perform all of the duties listed. However, it is mandatory that the first duty (I) be performed a minimum of 20% of the time.



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## Summary of Essential Duties

The primary purpose of the Legal Specialist position is to oversee the completion and handling of all legal documentation in a given program area. The incumbent will complete most documentation for higher-level staff members. This includes the processing of court orders and other legal documents. This position also assists individuals who call or come to the office with legal inquiries.

### Duties

Frequency: 75% +/- 20%

- I. Oversees the completion and handling of all legal documentation in a given program area and completes most documentation for higher-level staff members.
  - A. Makes recommendations/decisions concerning the processes for the flow of legal issues.
  - B. Completes legal documentation for attorneys.
  - D. Reviews/researches legal standards to ensure compliance.
  - E. Processes court orders.
  - F. Maintains Warrant List.
  - G. Assists Clerical Specialists and staff with general tasks.
  - H. Interviews clients and witnesses in preparation for court appearances and/or hearings.
  - I. Maintains central files.
  - J. Prepares court orders, agreed entries, and other legal documents.
  - K. Ensures compliance with legal guidelines by creating documents used by legal staff and meeting with staff.
  - L. Corresponds with local law enforcement staff.
  - M. Maintains and requests supplies for legal unit.
  - N. Performs general clerical tasks.

Frequency: 25% +/-7%

- II. Assists individuals who call or come to the office with legal inquiries.
  - A. Makes appointments for individuals to come to office to sign letters.
  - B. Responds to inquiries from obligees and obligors regarding cases.
  - C. Responds to requests for copies of documents from attorneys and other individuals involved in cases.



**KSA'S FOR THE  
JOB CLASSIFICATION OF  
LEGAL SPECIALIST**

<b>DUTY</b>	<b>KNOWLEDGE</b>	<b>SKILLS</b>	<b>ABILITIES</b>
<b>I</b>	<p>Office practices and procedures; Scheduling legal hearings; Legal documentation practices and procedures; Agency filing system for legal documents; Legal Motions, Court Orders, Summons, Warrants, Release of Judgement Lien and other legal procedures; Child Support Enforcement Agency (CSEA) policies and procedures; Typing legal documents and correspondence; Computer operation (e.g., checking files for proper documentation); Orientation practices; Administrative practices; Postage practices; Meeting procedures (e.g., creating agendas); Inventory control (e.g., maintain and request supplies for legal unit).</p>	<p>Organization; Oral communication; Writing (e.g., legal documentation and correspondence); Computer operation (e.g., checking files); Typing.</p>	<p>Complete legal documentation; Assist Clerical Specialists; Type court documents and correspondence; Forward legal documentation to Attorney for signature; Schedule legal hearings; Check computer for proper filing of documentation; Maintain Warrant list; Ensure all parties involved have received proper notification; Process court orders; Answer questions/inquiries regarding legal policies and procedures; Provide backup for Clerical Specialists and Switchboard Operators; Properly format legal documents; Orient new employees to office procedures and policies; Maintain accurate central files; Perform postage duties; Ensure compliance with legal guidelines; Update documents and forms with changes; Review and update manuals; Compile agendas for meetings; Work with others; Notify Sheriff's Department to execute Warrants; Provide information and facts at the request of Court staff; Maintain and request supplies for legal unit.</p>
<b>II</b>	<p>Office practices and procedures; Administrative practices; Legal documentation practices and procedures.</p>	<p>Organization; Oral communication; Typing (e.g., URESA letters).</p>	<p>Assist individuals who call or come to the office; Work with others; Make appointments for individuals to come to office and sign letters (e.g., URESA); Respond to questions/inquiries from obligees and obligors regarding cases; Respond to requests for copies of documents from Attorneys and others involved in cases.</p>



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### **Minimum Qualifications**

- Completion of two years of technical training in office administration/secretarial science with emphasis on legal secretarial functions.
  
- Or two courses or twelve months experience in typing, two courses or twelve months experience in legal research and writing, two courses or twelve months experience in legal office procedures, one course or six months experience in business law, two courses or twelve months experience in word processing, and one course or six months experience in interviewing principles

**Or education, training and/or experience in an amount equal to the Minimum Qualifications stated above.**

### **Unusual Working Conditions/Hazards**

The incumbent is not responsible for the physical safety of others. Additionally, the position involves very limited probability of any injury, but minor risks related to injuries involving an office setting, such as tripping and falling, do exist.