



CLASSIFICATION SPECIFICATION

CLASS NUMBER 70121

ATTORNEY

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 the frequencies listed may vary across counties 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 Attorney 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.



Summary of Essential Duties

The primary purpose of the Attorney position is to prepare various legal documents (e.g., legal briefs, memorandums, and pleadings; initial child support orders, modifications, interstates and paternity cases) as well as to participate in and conduct litigation processes primarily related to adult and child abuse, fraud and/or child support cases. However, the incumbent may be involved in other forms of litigation matters with the permission of the county prosecutor. In addition, the incumbent advises agency employees on all legal matters including issues related to fraud, adult and child abuse, and/or child support cases.

Duties

Frequency: 30% +/-15%

- I. Prepares various legal documents (e.g., legal briefs, pleadings, and memorandums; initial child support orders, modifications, interstates and paternity cases) independently.

Frequency: 35% +/-10%

- II. Participates in and conducts litigation proceedings and/or administrative hearings involving agency matters.

Frequency: 30% +/-15%

- III. Provides legal advice, consultation and research to agency officials on a wide variety of legal matters/issues.

Frequency: 5% +/-3%

- IV. Provides legal advice to various county agencies and/or conducts conferences with other attorneys involving possible legal action in relation to cases assigned.



**KSA'S FOR THE
JOB CLASSIFICATION OF
ATTORNEY**

DUTY	KNOWLEDGE	SKILLS	ABILITIES
I	Office practices and procedures; Local, State and Federal laws, rules and regulation; English grammar and composition; Legal issues; Typing principles; Court procedures; Social welfare issues; Word processing functions; Preparation of complex, legal documents.	Typing; Writing; Organization; Reading; Word processing.	Comprehend a wide variety of complex technical, written material; Maintain accurate records; Write technical reports; Write legal briefs; Write legal pleadings; Write legal memos; Interpret technical material.
II	Litigation techniques; Local, State and Federal laws, rules and regulation; Simple and complex legal issues (e.g., concerning child abuse); Court procedures; Interviewing principles; Administrative and quasi-judicial hearings; Witness preparation; Social welfare issues.	Oral communication; Organization; Interviewing; Public speaking.	Comprehend a wide variety of complex technical, written material; Interview others concerning sensitive subject matter; Interpret technical legal material; Provide legal advice to others; Explain legal or technical issues to others; Speak before an audience; Conduct trials in routine cases; Participate in administrative and quasi-judicial hearings; Prepare witnesses for trial.
III	Local, State and Federal laws, rules and regulations; Interviewing principles; Research techniques; Simple and complex legal issues concerning issues of fraud; Social welfare issues.	Oral Communication; Organization; Interviewing; Advising; Conducting research.	Comprehend a wide variety of complex technical, written material; Answer routine questions/inquiries; Provide legal advice to others; Maintains accurate records; Consult with others to determine the nature of a case; Conduct legal research; Interview others; Make independent decisions concerning legal issues; Interpret technical legal material; Explain legal or technical issues to others; Research legal matters.
IV	Local, State and Federal laws, rules and regulations; Interviewing principles; Research techniques for legal matters; Simple and complex legal issues concerning child abuse; Social welfare issues.	Oral Communication; Organization; Interviewing; Advising; Conducting research.	Comprehend a wide variety of complex technical, written material; Answer routine questions/inquiries; Provide legal advice to others; Make recommendations regarding legal issues and appropriate legal action; Interpret technical legal material; Explain legal or technical issues to others; Research legal matters.



Minimum Qualifications

- Admission to the Ohio Bar per Section 4705.01 of the Ohio Revised Code.

Unusual Working Conditions/Hazards

The position requires no unusual physical effort or exertion. Most of the work is sedentary but involves moving light equipment or supplies weighing less than twenty pounds. The position involves limited probability of any injury. Nevertheless, minor risks that require normal safety precautions do exist which are typical of such places as offices, courtrooms, and libraries.