



CLASSIFICATION SPECIFICATION

CLASS NUMBER 70123

ATTORNEY SUPERVISOR 1

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, an Attorney Supervisor 1 may not perform all of the duties listed. However, performance of the first (1) duty a minimum of 20% of the time is mandatory for this classification.



Summary of Essential Duties

The primary purpose of the Attorney Supervisor 1 position is to provide direct supervision to staff and clerical personnel who perform basic legal tasks for attorneys (i.e., non-supervisory positions and non-Attorney positions, such as Legal Specialist, Hearing Officer), as well as prepare cases for trial and participate in litigation proceedings primarily related to child abuse and fraud cases. The incumbent also prepares and reviews court documents as well as discusses legal issues with various parties. In addition, the incumbent advises agency employees on a variety of legal matters and issues (e.g., those related to fraud and child abuse cases).

Duties

Frequency: 25%+/-5%

- I. Provides direct supervision to staff and clerical personnel who perform basic legal tasks for Attorneys (i.e., non-supervisory positions and non-Attorney positions, such as Legal Specialist, Hearing Officer).
 - A. Determines need for new staff members, and makes recommendations regarding need.
 - B. Interviews applicants and makes recommendations for the hiring of new employees; initiates actions for the termination of employees.
 - C. Disciplines subordinates, when necessary.
 - D. Reviews, approves, or denies employee requests for leave.
 - E. Completes performance evaluations of subordinates' work.
 - F. Meets with subordinates regarding any grievances.
 - G. Trains new and current employees.
 - H. Assigns and reviews work of subordinates.

Frequency: 25%+/-10%

- II. Prepares various basic and complex legal documents (e.g., legal briefs, pleadings, and memorandums) independently.

Frequency: 25% +/-15%



III. Participates in and conducts litigation proceedings.

Frequency: 20% +/-5%

IV. Advises agency on a variety of legal matters/issues (e.g., fraud case, child abuse cases).

Frequency: 5%+/-3%

V. Provides legal advice to various agencies.



**KSA'S FOR THE
JOB CLASSIFICATION OF
ATTORNEY SUPERVISOR 1**

DUTY	KNOWLEDGE	SKILLS	ABILITIES
I	Local, State and Federal laws, rules and regulations; Interviewing principles; Social welfare issues; Supervision principles; Office practices and procedures; Typing Principles; Personnel principles; Training principles.	Oral communication; Organization; Interviewing; Public speaking.	Answer routine questions/inquiries; Explain legal or technical issues to others; Speak before an audience; Typing; Select applicants for hire; Supervise others; Train others; Listen for problems and provide explanations or responses.
II	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; Computer operations.	Typing; Writing; Organization; Operating computer systems; Reading; Word processing.	Comprehend a wide variety of complex technical, written material; 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; Prepare witnesses for trial; Make independent decisions concerning legal issues.
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; Maintain accurate records; Make independent decisions concerning legal issues; Interpret technical legal material; Explain legal or technical issues to others; Research legal matters; Write technical reports; Write legal briefs; Write legal pleadings; Write legal memos.
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; Maintains accurate records; Interview others; Make independent decisions regarding legal issues; Interpret technical legal material; Explain legal or technical issues to others; Research legal matters.



V	Local, State and Federal laws, rules and regulations; Social welfare issues; Simple and complex legal issues.	Oral communication; Organization; Advising.	Comprehend a wide variety of complex technical, written material; Provide legal advice to others; Answer routine questions/inquiries; Handle contacts with outside agencies; Interpret technical legal material; Explain legal or technical issues to others.
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Minimum Qualifications

- Admission to the Ohio Bar per Section 4705.01 of the Ohio Revised Code. Also requires two years experience as a licensed attorney in any state or comparable legal experience.

Unusual Working Conditions/Hazards

The position requires no unusual physical effort or exertion. Most of the work is sedentary but occasionally involves moving light equipment or supplies weighing less than twenty five 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.