



CLASSIFICATION SPECIFICATION

CLASS NUMBER 70124

ATTORNEY SUPERVISOR 2

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 2 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 2 position is to supervise Attorneys (supervisory and/or non-supervisory), and/or other supervisors who perform duties within the legal work areas (e.g., Hearing Officer Supervisor, Legal Specialist Supervisor). In addition, the position involves preparing various basic and complex legal documents (e.g., legal briefs, pleadings, and memorandums) independently, as well as preparing for and participating in litigation proceedings. The incumbent also advises agency employees on legal matters and issues.

Duties

Frequency: 20%+/-5%

- I. Supervises staff of supervising Attorneys and/or non-supervising Attorneys, and/or other supervisors who perform duties with the legal work areas (e.g., Hearing Officer Supervisor, Legal Specialist Supervisor).
 - A. Determines need for new staff members.
 - 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: 30% +/-15%

- III. Participates in litigation proceedings (e.g., involving child abuse cases, fraud cases).



Frequency: 20% +/-15%

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

Frequency: 5%+/-3%

- V. Provides legal advice to various county agencies.



**KSA'S FOR THE
JOB CLASSIFICATION OF
ATTORNEY SUPERVISOR 2**

DUTY	KNOWLEDGE	SKILLS	ABILITIES
I	Personnel practices; Supervisory practices; Training and development practices; The ADA and CRA.	Oral communication; Organization; Supervision.	Maintain accurate records; Supervise others; Assist Attorneys with complex cases; Monitor the work of others; Assign work to others; Explain assignments, procedures, or situations to others; Train others.
II	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 legal research.	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.
III	Office practices and procedures; Local, State and Federal laws, rules and regulations; 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; Provide legal advice to others; Maintain accurate records; Write technical reports; Write legal briefs; Write legal pleadings; Write legal memos; Interpret technical material.
IV	Local, State and Federal laws, rules and regulations; Interviewing principles; Research techniques for legal matters; Legal issues involving matters of fraud and child abuse; Social welfare issues.	Oral Communication; Organization; Advising; Conducting research; Interviewing.	Comprehend a wide variety of complex technical, written material; Answer routine questions/inquiries; Provide legal advice to others; Maintain accurate records; Interview others; Make independent decisions concerning legal issues; Interpret technical legal material; Explain legal or technical issues to others; Research legal matters.
IV	State, Local and Federal laws, rules and regulations; Interviewing principles; Research techniques for legal matters; Simple and complex legal issues concerning cases of 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; Maintain accurate records; Interview others; Make independent decisions; Interpret technical legal material;



			<p>Explain legal or technical issues to others; Research legal matters.</p>
V	<p>Local, State and Federal laws, rules and regulations; Social welfare issues; Simple and complex legal issues.</p>	<p>Oral communication; Organization; Advising.</p>	<p>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.</p>



Minimum Qualifications

- Two years experience as Attorney Supervisor 1, 70123 in a county department of human services.
- 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 and two years experience in a position similar to an Attorney Supervisor, 70123.

Unusual Working Conditions/Hazards

The position requires almost no responsibility for the safety of others. Errors committed by the incumbent will not usually result in injury to others. Additionally, 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.