STATE OF OHIO (DAS) CLASSIFICATION **SPECIFICATION**

CLASSIFICATION SERIES:	SERIES NO.:
Attorney	6384
MAJOR AGENCIES:	EFFECTIVE DATE:
All Agencies	08/20/2006

<u>SERIES PURPOSE</u>:
The purpose of the attorney occupation is to protect state or public interests by providing legal analysis of problems, representing state in lawsuits, administrative hearings & negotiations, by providing legal advice or presiding over quasijudicial hearings.

At the lower levels, incumbents provide legal advice to administrators or preside over quasi-judicial hearings. At the higher levels, incumbents supervise legal staff or manage legal programs.

CLASS NUMBER CLASS TITLE EFFECTIVE Legal Intern 63840

CLASS CONCEPT:

The entry level class works under immediate supervision & requires some knowledge of law & legal research methods in order to assist attorneys by conducting legal research & writing memorandums or other legal documents.

CLASS TITLE CLASS NUMBER PAY RANGE EFFECTIVE Law Clerk

CLASS CONCEPT:

The entry level class works under immediate supervision & requires some knowledge of law & legal research methods in order to assist attorneys by conducting legal research & writing memorandums or other legal documents.

CLASS TITLE CLASS NUMBER EFFECTIVE PAY RANGE 63842 08/20/2006 Attorney 1

CLASS CONCEPT:

The developmental level class works under supervision & requires working knowledge of law & legal research methods in order to conduct legal research & assist higher-level attorneys prepare for cases or negotiations.

CLASS TITLE CLASS NUMBER EFFECTIVE PAY RANGE Attornev 2 08/20/2006

CLASS CONCEPT:

The full performance level class works under direction & requires considerable knowledge of substantive & procedural law in order to provide legal advice or to preside over quasi-judicial administrative hearings.

CLASS TITLE CLASS NUMBER PAY RANGE EFFECTIVE Attorney 3

CLASS CONCEPT:

The advanced level class works under direction & requires thorough knowledge of substantive & procedural law in order to serve as lead staff attorney by providing legal advice or to preside over quasi-judicial administrative hearings involving statewide impact or most complex issues.

CLASS TITLE CLASS NUMBER **EFFECTIVE** Attorney 4

CLASS CONCEPT:

The first management level class works under general direction & requires thorough knowledge of substantive & procedural law & laws, rules & procedures applicable to operations of employing agency in order to supervise legal, other professional & support staff or to serve as management level employee & provide legal counsel & advice to appointing authority.

CLASS TITLE
Attorney 5

CLASS NUMBER 63846 **PAY RANGE**

EFFECTIVE 08/06/1995

CLASS CONCEPT:

The second management level class works under administrative direction & requires extensive knowledge of substantive & procedural law & laws, rules & procedures applicable to operations of employing agency in order to plan, direct & coordinate legal program of agency (i.e., cases have no legal impact on other state agencies, governmental jurisdictions &/or private sector) or large division of major state agency (i.e., cases have legal impact on other state agencies, governmental jurisdictions &/or private sector).

 CLASS TITLE
 CLASS NUMBER
 PAY RANGE
 EFFECTIVE

 Attorney 6
 63847
 16
 08/06/1995

CLASS CONCEPT:

The third management level class works under administrative direction & requires extensive knowledge of substantive & procedural law & laws, rules & procedures applicable to operations of employing agency in order to plan, direct & coordinate legal program of major state agency (i.e., cases have legal impact on other state agencies, governmental jurisdictions &/or private sector).

CLASS TITLE	CLASS NUMBER	<u>B. U.</u>	EFFECTIVE	PAY RANGE
Legal Intern	63840	14	03/26/1990	28

Assists attorneys by conducting legal research on defined or potential issues in cases, locates & reviews case & statutory law, constitutions, state &/or federal rules &/or legal treatises to determine applicability & support for substantive & procedural legal issues, compiles & analyzes findings & writes legal memoranda or portions of legal briefs &/or prepares oral reports of research findings.

Edits legal documents & sheppardizes cases to ensure current viability; reviews court transcripts & records observations; reviews motions, pleadings, correspondence &/or other legal documents to identify issues or recommend changes.

Coordinates work with clerical staff to ensure compliance with court rules for formatting & to ensure deadlines are met; photocopies cases, transcripts &/or other legal materials.

MAJOR WORKER CHARACTERISTICS:

Knowledge of law (e.g., criminal, contract, tort, rules of evidence); legal research methods; legal writing; civil, criminal &/or administrative rules of procedure*. Ability to define legal problems, collect data, establish facts & draw valid conclusions; ability to organize & interpret extensive variety of legal material in books or journals; communicate verbally regarding legal issues.

(*) Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Certificate as legal intern as issued by Ohio Supreme Court.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Must maintain enrollment in law school.

UNUSUAL WORKING CONDITIONS:

CLASS TITLE	CLASS NUMBER	<u>B. U.</u>	EFFECTIVE	PAY RANGE
Law Clerk	63841	14	03/26/1990	30

Assists attorneys by conducting legal research on defined or potential issues in cases, locates & reviews case & statutory law, constitutions, state &/or federal rules &/or legal treatises to determine applicability & support for substantive & procedural legal issues, compiles & analyzes findings & writes legal memoranda or portions of legal briefs &/or prepares oral reports of research findings.

Edits legal documents & sheppardizes cases to ensure current viability; reviews court transcripts & records observations; reviews motions, pleadings, correspondence &/or other legal documents to identify issues or recommend changes.

Coordinates work with clerical staff to ensure compliance with court rules for formatting & to ensure deadlines are met; photocopies cases, transcripts &/or other legal materials.

MAJOR WORKER CHARACTERISTICS:

Knowledge of law (e.g., criminal, contract, tort, rules of evidence); legal research methods; legal writing; civil, criminal &/or administrative rules of procedure*. Ability to define legal problems, collect data, establish facts & draw valid conclusions; ability to organize & interpret extensive variety of legal material in books or journals; communicate verbally regarding legal issues.

(*) Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Graduate degree in law.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

CLASS TITLE	CLASS NUMBER	B. U.	EFFECTIVE	PAY RANGE
Attorney 1	63842	14	08/20/2006	31

Conducts legal research on assigned issues, legislation, agency policies, rules &/or programs, locates & reviews case & statutory law, constitutions, state &/or federal rules &/or legal treatises, analyzes findings & writes legal memoranda, legal briefs, pleadings &/or motions.

Assists higher-level attorneys prepare for cases or negotiations or provides recommendations regarding legal advice to administrators; edits & proofreads documents; drafts simple contracts, leases or agreements; coordinates work of clerical staff; responds to inquiries from agency employees, government officials &/or general public.

MAJOR WORKER CHARACTERISTICS:

Knowledge of law (i.e., procedural & substantive); legal research methods; legal writing; interviewing; laws, rules & procedures applicable to operations of employing agency*. Ability to deal with large number of variables & determine specific course of action; organize & interpret extensive variety of legal material in books, journals or legal documents; communicate verbally regarding legal issues; handle sensitive contacts with government officials &/or general public.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Admission to Ohio Bar pursuant to Section 4705.01 of Revised Code.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Completion of 24 credit hours of continuing legal education from accredited programs for applicable two-year reporting period pursuant to Rule X of Rules of Government of Bar of Ohio. Current certificate of registration pursuant to Rule VII of Rules of Government of Bar of Ohio.

UNUSUAL WORKING CONDITIONS:

CLASS TITLE	CLASS NUMBER	B. U.	EFFECTIVE	PAY RANGE
Attorney 2	63843	14	08/20/2006	32

Provides legal advice & consultation to agency &/or institutional personnel, researches general issues (i.e., interpretation & application of laws, rules, court decisions/orders & procedures affecting daily operations) & assists agency's chief legal counsel, Office of Attorney General, county prosecutors &/or special counsel in resolution, negotiation, settlement &/or litigation of legal matters,

OR

Presides over quasi-judicial administrative hearings (e.g., ensures preservation of record; listens to witness testimony; rules on motions & objections; assesses witness credibility) & prepares written recommendations containing findings of fact & conclusions of law (i.e., cases involve issues which do not have statewide impact; cases heard are restricted to specific geographic region or agency other than Office of Attorney General; serves as district hearing officer in Industrial Commission).

Provides legal advice & responds to inquiries from state &/or county agency administrators, general public, legislators &/or government officials; investigates complaints of regulated industries & gathers & preserves evidence; attends meetings with attorneys &/or in-house counsel; testifies in court.

Conducts legal research of case & statutory law, constitutions, state &/or federal rules &/or legal treatises; drafts motions, pleadings, memoranda, contracts, leases, agreements, orders &/or other documents for agency staff; prepares reports & maintains records; monitors work of clerical staff to ensure work is performed properly.

Reviews agency programs & policies for legal implications &/or drafts new policies; reviews &/or drafts legislation &/or administrative rules; drafts advisory opinions for boards, commissions or other government officials; conducts grievance hearings.

MAJOR WORKER CHARACTERISTICS:

Knowledge of law (i.e., procedural & substantive); legal research methods; legal writing; interviewing; laws, rules & procedures applicable to operations of employing agency*. Ability to deal with large number of variables & determine specific course of action; organize & interpret extensive variety of legal material in books, journals or legal documents; communicate verbally regarding legal issues; handle sensitive contacts with government officials, adverse parties &/or general public.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Admission to Ohio Bar pursuant to Section 4705.01 of Revised Code.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Completion of 24 credit hours of continuing legal education from accredited programs for applicable two-year reporting period pursuant to Rule X of Rules of Government of Bar of Ohio. Current certificate of registration pursuant to Rule VII of Rules of Government of Bar of Ohio.

UNUSUAL WORKING CONDITIONS:

CLASS TITLE	CLASS NUMBER	B. U.	EFFECTIVE	PAY RANGE
Attorney 3	63844	14	08/20/2006	33

Serves as lead or senior staff attorney by providing work direction & training to lower-level attorneys, provides legal advice & consultation to agency &/or institutional personnel, researches variety of legal issues including most complex legal concerns & assists in resolution, negotiation, settlement &/or litigation of legal matters,

OR

Presides over quasi-judicial administrative hearings (e.g., ensures preservation of record; listens to witness testimony; rules on motions & objections; assesses witness credibility) & prepares written decision containing findings of fact & conclusions of law (i.e., cases involve issues having statewide impact; decisions are only appeal able to civil court system; cases involve multiple & most complex type of issues such as tax assessment audits, workers' compensation disability determinations/allowances, unemployment compensation appeals; serves as staff hearing officer in Industrial Commission).

Conducts legal research of case & statutory law, constitutions, state &/or federal rules, opinions &/or orders; drafts motions, pleadings, memoranda, contracts, leases, agreements, orders &/or other documents for agency staff; prepares reports & maintains records; prepares transcripts for appellate review.

Reviews agency programs & policies for legal implications &/or drafts new policies; reviews &/or drafts legislation &/or administrative rules; drafts advisory opinions for boards, commissions or other governmental officials; monitors work of clerical staff.

Provides legal advice to & responds to inquiries from state &/or county agency administrators, general public, legislators &/or government officials; attends meetings with attorneys &/or in-house counsel.

MAJOR WORKER CHARACTERISTICS:

Knowledge of law (i.e., procedural & substantive); legal research methods; legal writing; interviewing; laws, rules & procedures applicable to operations of employing agency*; employee training & development*. Ability to deal with large number of variables & determine specific course of action; organize & interpret extensive variety of legal material in books, journals or legal documents; communicate verbally regarding legal issues; handle sensitive contacts with government officials, adverse parties &/or general public.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Admission to Ohio Bar pursuant to Section 4705.01 of Revised Code; 6 mos. exp. as licensed attorney.

-Or equivalent of Minimum Class Qualifications For Employment noted above may be substituted for the experience required, but not for the mandated licensure.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Completion of 24 credit hours of continuing legal education from accredited programs for applicable two-year reporting period pursuant to Rule X of Rules of Government of Bar of Ohio. Current certificate of registration pursuant to Rule VII of Rules of Government of Bar of Ohio.

UNUSUAL WORKING CONDITIONS:

CLASS TITLE	CLASS NUMBER	B. U.	EFFECTIVE	PAY RANGE
Attorney 4	63845	EX	08/06/1995	14

Supervises legal staff consisting of lower-level attorneys, other professionals & support staff, trains attorneys & assists in difficult cases, assigns work load, reviews work product & oversees development of & enforces policy affecting legal programs, proceedings &/or agency operations or serves as management level employee & provides legal counsel & advice to appointing authority on policy development & implementation relating to legal functions.

Presides over administrative hearings, performing judicial functions & rendering decisions; prosecutes civil fraud, bankruptcy &/or criminal cases; prepares & argues agency position in quasi-judicial hearings.

Researches & drafts legal opinions, orders, memoranda & other legal documents; analyzes, monitors & drafts legislation; conducts negotiations & represents agency in arbitration matters; represents agency in variety of legal proceedings; responds to legal inquiries from public & government officials; assists lower-level attorneys in answering complex questions of law; cooperates with Office of Attorney General on legal issues as required.

MAJOR WORKER CHARACTERISTICS:

Knowledge of law (i.e., procedural & substantive); legal research methods; legal writing; interviewing; laws, rules & procedures applicable to operations of employing agency; supervisory principles/techniques*; employee training & development. Ability to deal with large number of variables & determine specific course of action; organize & interpret extensive variety of legal material in books, journals or legal documents; communicate verbally regarding legal issues; handle sensitive contacts with government officials, adverse parties &/or general public.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Admission to Ohio Bar pursuant to Section 4705.01 of Revised Code; 12 mos. exp. as licensed attorney; 6 mos. exp. in employee training & development.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Completion of 24 credit hours of continuing legal education from accredited programs for applicable two-year reporting period pursuant to Rule X of Rules of Government of Bar of Ohio. Current certificate of registration pursuant to Rule VII of Rules of Government of Bar of Ohio.

UNUSUAL WORKING CONDITIONS:

CLASS TITLE	CLASS NUMBER	B. U.	EFFECTIVE	PAY RANGE
Attorney 5	63846	EX	08/06/1995	15

Plans, directs & coordinates legal program of agency (i.e., cases have no legal impact on other state agencies, governmental jurisdictions &/or private sector) or large division of major state agency (i.e., cases have legal impact on other state agencies, governmental jurisdictions &/or private sector) &/or supervises legal & clerical support staff & develops & implements policies relating to legal functions.

Provides full range of legal advice & services to state &/or county agencies; conducts legal research & prepares briefs, contracts, leases, orders & other legal documents; conducts hearings & renders decisions; reviews &/or oversees reviews of complaints for potential legal violations; oversees preparation & review of all division/agency legal documents; assigns cases & trains staff; drafts &/or interprets legislation &/or rules for division/agency.

Answers legal inquiries from government officials &/or public; assists staff in resolving complex questions of law; prepares & delivers speeches; represents division/agency in meetings; cooperates with Office of Attorney General on legal issues as required.

MAJOR WORKER CHARACTERISTICS:

Knowledge of law (i.e., procedural & substantive); legal research methods; legal writing; interviewing; laws, rules & procedures applicable to operations of employing agency; management*; supervisory principles/techniques; employee training & development. Ability to deal with large number of variables & determine specific course of action; organize & interpret extensive variety of legal material in books, journals or legal documents; communicate verbally regarding legal issues; handle sensitive contacts with government officials, adverse parties &/or general public; resolve complaints from angry citizens &/or government officials.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Admission to Ohio Bar pursuant to Section 4705.01 of Revised Code; 18 mos. exp. as licensed attorney; 6 mos. exp. in supervisory principles/techniques.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Completion of 24 credit hours of continuing legal education from accredited programs for applicable two-year reporting period pursuant to Rule X of Rules of Government of Bar of Ohio. Current certificate of registration pursuant to Rule VII of Rules of Government of Bar of Ohio.

UNUSUAL WORKING CONDITIONS:

CLASS TITLE	CLASS NUMBER	<u>B. U.</u>	EFFECTIVE	PAY RANGE
Attorney 6	63847	EX	08/06/1995	16

Plans, directs & coordinates legal program of major state agency (i.e., cases have legal impact on other state agencies, governmental jurisdictions &/or private sector) &/or supervises legal supervisory & clerical support staff & develops & implements policies relating to legal functions.

Personally provides legal advice & services; researches & drafts legal memoranda & documents; conducts most difficult hearings & writes decisions; drafts & analyzes legislation; represents agency in meetings &/or conferences; answers legal inquiries from governmental officials &/or public; assists staff in resolving complex questions of law; prepares & delivers speeches; maintains docket system; oversees review of complaints & complaint investigations; drafts &/or interprets legislation &/or rules for agency; cooperates with Office of Attorney General on various legal issues as required.

MAJOR WORKER CHARACTERISTICS:

Knowledge of law (i.e., procedural & substantive); legal research methods; legal writing; interviewing; laws, rules & procedures applicable to operations of employing agency; management; supervisory principles/techniques. Ability to deal with large number of variables & determine specific course of action; organize & interpret extensive variety of legal material in books, journals or legal documents; communicate verbally regarding legal issues; handle sensitive contacts with government officials, adverse parties &/or general public; resolve complaints from angry citizens &/or government officials.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Admission to Ohio Bar pursuant to Section 4705.01 of Revised Code; 24 mos. exp. as licensed attorney; 12 mos. exp. in supervisory principles/techniques; 6 mos. exp. in management.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Completion of 24 credit hours of continuing legal education from accredited programs for applicable two-year reporting period pursuant to Rule X of Rules of Government of Bar of Ohio. Current certificate of registration pursuant to Rule VII of Rules of Government of Bar of Ohio.

UNUSUAL WORKING CONDITIONS: