

AUDITOR OF STATE
CLASSIFICATION
SPECIFICATION

CLASSIFICATION SERIES:
ATTORNEY

SERIES NO.:
6384

MAJOR AGENCIES:
AUDITOR OF STATE ONLY

EFFECT. DATE: **NEW EFF. DATE:**
09/22/1991

SERIES PURPOSE:

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 QUASI-JUDICIAL HEARINGS.

AT THE LOWER LEVEL, INCUMBENTS CONDUCT LEGAL RESEARCH AND ASSIST ATTORNEYS IN PREPARING CASES.

AT THE HIGHER LEVELS, INCUMBENTS PROVIDE LEGAL ADVICE TO ADMINISTRATORS OR PRESIDE OVER QUASI-JUDICIAL HEARINGS.

CLASS TITLE:
LEGAL INTERN

CLASS NUMBER:
63840

EFFECTIVE DATE:
09/22/1991

NEW EFFECTIVE DATE:

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:
ATTORNEY 1

CLASS NUMBER:
63842

EFFECTIVE DATE:
09/22/1991

NEW EFFECTIVE DATE:

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:
ATTORNEY 2

CLASS NUMBER:
63843

EFFECTIVE DATE:
09/22/1991

NEW EFFECTIVE DATE:

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 PRESIDING OVER QUASI-JUDICIAL ADMINISTRATIVE HEARINGS.

CLASS TITLE:

ATTORNEY 3

CLASS NUMBER:

63844

EFFECTIVE DATE:

09/22/1991

NEW EFFECTIVE DATE:

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.

<u>CLASS TITLE:</u> LEGAL INTERN	<u>CLASS NO.:</u> 63840	<u>BARG. UNITS:</u>
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EFFECTIVE DATE:

09/22/1991

NEW EFFECTIVE DATE:

JOB DUTIES IN ORDER OF IMPORTANCE: (THESE DUTIES ARE ILLUSTRATIVE ONLY. INCUMBENTS MAY PERFORM SOME OR ALL OF THESE DUTIES OR OTHER JOB-RELATED DUTIES AS ASSIGNED.)

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:

NOT APPLICABLE.

CLASS TITLE: ATTORNEY 1	CLASS NO.: 63842	BARG. UNITS: 51
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EFFECTIVE DATE:

09/22/1991

NEW EFFECTIVE DATE:

JOB DUTIES IN ORDER OF IMPORTANCE: (THESE DUTIES ARE ILLUSTRATIVE ONLY. INCUMBENTS MAY PERFORM SOME OR ALL OF THESE DUTIES OR OTHER JOB-RELATED DUTIES AS ASSIGNED.)

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:

NOT APPLICABLE.

CLASS TITLE: ATTORNEY 2	CLASS NO.: 63843	BARG. UNITS: 51
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EFFECTIVE DATE:

09/22/1991

NEW EFFECTIVE DATE:

JOB DUTIES IN ORDER OF IMPORTANCE: (THESE DUTIES ARE ILLUSTRATIVE ONLY. INCUMBENTS MAY PERFORM SOME OR ALL OF THESE DUTIES OR OTHER JOB-RELATED DUTIES AS ASSIGNED.)

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:
NOT APPLICABLE.

CLASS TITLE: ATTORNEY 3	CLASS NO.: 63844	BARG. UNITS: 51
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EFFECTIVE DATE:

09/22/1991

NEW EFFECTIVE DATE:

JOB DUTIES IN ORDER OF IMPORTANCE: (THESE DUTIES ARE ILLUSTRATIVE ONLY. INCUMBENTS MAY PERFORM SOME OR ALL OF THESE DUTIES OR OTHER JOB-RELATED DUTIES AS ASSIGNED.)

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 APPEALABLE 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.

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:

NOT APPLICABLE.