

POSITION DESCRIPTION

FRANKLIN COUNTY CHILDREN SERVICES

An Equal Opportunity Employer

<b>JOB CLASSIFICATION:</b> Legal Aide	<b>DIVISION:</b> Legal Division	<b>DEPARTMENT:</b> Support Staff
<b>WORKING TITLE:</b> Legal Aide/Motion Writer	<b>PCN &amp; CLASSIFICATION OF SUPERVISOR:</b> 709003 and 703009 Administrative Assistant 2	<b>JOB STATUS:</b> Full-time
<b>CLASSIFICATION NO.:</b> 63810	<b>PCN:</b> 703008,703116,703117,703010, 703015,703014, 703007 <b>PAY RANGE:</b> 16	<b>REVISION DATE:</b> 7/19
<b>EQUIPMENT USED:</b> telephone calculator printer fax machine computer copying machine automobile microfiche printer		
<p><b>MINIMUM QUALIFICATIONS/EDUCATION /TRAINING REQUIRED:</b> Ability to calculate fractions, decimals &amp; percentages, and to read and write common vocabulary. Plus 1 course in legal research (or 1 mo. exp.); 1 course in legal terminology (or 1 mo. exp.); 1 course in legal issue recognition (or 1 mo. exp.); 1 course in case and statutory interpretation (or 1 mo. exp.); 1 course in legal analysis (or 1 mo. exp.); 1 course in law (or 1 mo. exp.); 1 course in pleadings (or 1 mo. exp.); 1 course in evidence (or 1 mo. exp.); 1 course in legal communications to include writing and exposition skills, preparation of briefs, memoranda and contracts (or 1 mo. exp.); 1 course in civil procedure, i.e., jurisdiction, motions, joinder of parties &amp; causes of action (or 1 mo. exp.); 1 course in legislation, i.e. policy formulation, drafting, statutory construction (or 1 mo. exp.); 1 course in legislative process, i.e., system by which legislation is drafted, introduced, amended &amp; passed (or 1 mo. exp.); 1 course in court filing procedures (or 1 mo. exp.); or equivalent. Successful completion of certification program for Paralegal or Legal Aide at approved college or university may be substituted for above coursework.</p> <p><b>PREFERRED:</b> Completion of Paralegal certificate at approved college or university and demonstrated knowledge, skills, and experience regarding legal research, legal terminology, legal analysis. Ability to deal with many variables and determine a specific course of action. Handle sensitive inquiries from and contacts with officials and general public and civil service procedures. Excellent written and oral communication skills. Knowledge of juvenile law and procedure. Knowledge of Franklin County Juvenile Court. Excellent organizational skills. Must be proficient with word and basic computer programs. Must have a valid notary commission or willing to attend training to obtain notary commission. Experience is a plus, but not required.</p>		
<p><b>PURPOSE:</b> Employee assists the Legal Department in monitoring new statutes that affect child welfare law and implements changes with respect to job responsibilities. The employee will help the agency achieve CFSR standards and help ensure service delivery that focuses on Safety, Permanency, and Well-being for the families served by the Agency. The employee is committed to practicing cultural competence by: working respectfully and effectively with people of all cultures, classes, races, genders, ethnic backgrounds, religions, sexual orientations, mental and physical abilities, ages, and appearances in a manner that recognizes, affirms, and values the worth of individuals, families, and communities, and protects and preserves the dignity of each. The employee will adhere to the agency's Guiding Principles by serving as a child welfare professional, valuing every child, honoring families, and valuing partnerships.</p>		

Legal Aide-Support Staff  
PCN  
Page 2

**JOB DUTIES:**

- 40% Drafts and notarizes legal pleadings, including, but not limited to, complaints, motions, ICWA notifications and affidavits; attends permanency staffings with agency attorney in preparation for drafting of legal pleadings; provides backup support to other legal aide positions; prepares case summaries, legal documents, and reports for review, approval, and/or use by agency attorneys or administrative assistant; responds to general inquiries by agency staff; provides preliminary information to agency attorneys on legal matters; drafts responses to inquiries involving legal questions; provides assistance to attorneys and supervisors in conferences; researches federal and/or state statutes, records, judicial decisions, and other legal sources and reference materials, such as Lexis Nexis, in order to prepare responses to inquiries, complaints, claims, or legal/administrative procedural issues.
- 40% Files prepared motions, service of process, ICWA notifications, objections, briefs, memorandums, discovery demands, and subpoenas with the court; completes criminal records checks and certification of documents through various court systems.
- 10% Assists in the establishment and maintenance of legal records and departmental statistics; provides back-up support to legal aide responsible for processing discovery requests, subpoenas, and judicial orders.
- 5% Disseminates information in response to requests for information and requests from governmental or private entities.
- 5% Performs other related duties as assigned.

List no. of positions and Class Titles of positions supervised

N/A

\_\_\_\_\_  
Signature of Agency Representative

\_\_\_\_\_  
Date